

SIMPSON COUNTY MISSISSIPPI BOARD OF SUPERVISORS

Building and Grounds Manager

Job Description

This position is responsible for the maintenance, management, and care of all county buildings and grounds under the supervision of the County Administrator.

Responsibilities include:

- Overseeing the operation and upkeep of county facilities.
- Performing inspections and coordinating maintenance and repair work.
- Managing lawn care, mowing, trimming, landscaping, and seasonal grounds maintenance.
- Supervising staff, trustees, contractors, and vendors as needed.
- Maintaining records, schedules, and work orders using computer systems.

Required Knowledge and Skills include:

- Knowledge of HVAC, electrical, plumbing, carpentry, and general building systems.
- Familiarity with residential and commercial building materials and construction methods.
- Experience in lawn care, landscaping, and the safe operation of mowing and groundskeeping equipment.
- Ability to use computers for scheduling, reporting, and recordkeeping.
- Strong communication and organizational skills with the ability to supervise others.