



## POSITION POSTING

**DATE POSTED:** February 24, 2024

**POSITION:** Operations Manager

**QUALIFICATIONS AND REQUIRED KNOWLEDGE:**

Under the direction of the Health Commissioner, supervises maintenance and building services operations and capital projects. Manages contracts and acts as a liaison with contractors. May write or select material for release to various communications media. Monitors and manages all social media platforms. Actively participates in emergency preparedness and response activities, training, and exercises.

- High school diploma or equivalent. A minimum of 5 years of project management experience and a minimum of 3 years of supervisory experience.
- Completion of associate or bachelor's degree encouraged, but not required.
- Training in Emergency Preparedness to be completed upon hiring.

**HOURS:** 8:00AM-5:00PM Monday through Friday. Some weekends and evenings are required.

**SALARY:** Starting hourly rate of \$26.09-33.92 based on qualifications and experience.

**DUTIES:**

- Supervises employees performing facility maintenance and building services operations.
- Oversees maintenance and cleaning activities to ensure goals and parameters are met.
- Acts as liaison to contractors.
- Reviews and presents contracts to Health Commissioner regarding building, maintenance, cleaning, and other projects.
- Oversees implementation of capital projects and keeps Health Commissioner updated on progress.
- Respond to requests for information from the media or designate an appropriate spokesperson or information source.

**APPLICATION PROCEDURES:** Open until filled. Please send cover letter, resume, and 3 professional references to:

Chad Brown, MPH, REHS  
Health Commissioner  
Licking County Health Department  
[health@lickingcohealth.org](mailto:health@lickingcohealth.org)

Successful candidates will be subject to pre-employment drug screening.  
The Licking County Health Dept. is an Equal Opportunity Employer