



Now Hiring: Facilities Specialist

Sarasota County Tax Collector's Office – Sarasota County, Florida

Our mission is Exceptional Staff, Exceptional Service and we are seeking an experienced Facilities Specialist to join our exceptional team. The successful candidate will use their skill/trade to complete repairs and maintenance of facilities, equipment or other similar operations, coordinate construction projects, and oversee storage and delivery of equipment and inventory.

Key Responsibilities

- Conduct regular inspections and maintenance of systems and equipment to ensure optimal compliance, functionality, and prevent breakdowns.
 - Respond promptly to maintenance emergencies and submit work orders to appropriate entities.
 - Diagnose, and triage where possible, facility-related issues to minimize disruptions.
 - Assist in implementing upgrades or modifications to improve the safety, efficiency, and overall condition of our facilities.
 - Adhere to all safety protocols, ensuring compliance with other relevant standards to protect yourself, customers, and staff.
 - Work closely with other team members and County departments to address facility-related needs.
 - Receive shipments and deliver supplies and inventory as necessary.
 - Facilitate the destruction of materials and inventory in coordination with staff.
 - Work with IT Department, as needed, when construction or renovation is required.
 - Oversee and schedule the maintenance of fleet vehicles.
 - Travel to and between other offices as required.
 - Other duties/projects as assigned.
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Skills

- Strong problem-solving skills and attention to detail.
- Communication and documentation skills.
- Ability to effectively prioritize and execute tasks in a dynamic environment.
- Demonstrate the eagerness and ability to learn and work well in a team environment.

Qualifications

- Strong mechanical knowledge and experience in facilities maintenance
 - Proficiency in reading and interpreting manuals
 - Familiarity with programmable logic controllers and electrical systems
 - Excellent communication skills and leadership abilities
 - Valid Driver's License
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Location & Work Environment

- In person, based at the Sarasota County Tax Collector's Office headquarters in downtown Sarasota at 101 S. Washington Blvd.
 - Monday to Friday, possible weekend/evening sporadically
 - Occasional travel to other Sarasota County Tax Collector locations
 - Lifting and moving boxes or equipment between 20 – 50 pounds may be required
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Salary & Benefits

- Hourly Range: \$21.63 – \$31.25, FLSA Status: Non-Exempt, Subject to Overtime
Job Type: Full-time
 - Annual and sick leave
 - Paid holidays
 - Retirement plan options
 - Insurance coverage including health, dental, and other supplemental insurance options
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How to Apply

Submit resume and cover letter to Employment@SarasotaTaxCollector.gov

Applicants will be accepted until the position has been filled, and early submission is encouraged. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process.

EOE. This organization participates in E-Verify.