



**WALLER COUNTY  
DIRECTOR OF  
FACILITIES**



**Job Announcement:**

<b>Position Title:</b>	<b>Facilities Coordinator</b>
<b>Full – Time    Non-Exempt</b>	<b>\$21.41</b>

**Job Summary**

The Director of Facilities & County Construction Manager is seeking a dedicated, adaptable Coordinator to support department operations. This role is split between high-level administrative support for leadership and essential operational support for the Maintenance Department. You will act as a key liaison between the County, legal counsel, and outside contractors.

**Key Responsibilities**

- **Administrative Support:** Manage scheduling, take detailed notes during construction meetings and Commissioners Court sessions, and assist with project bidding and solicitation.
- **Operations & Logistics:** Support the Maintenance Department with purchasing, ordering, and coordinating vendor/subcontractor access to County buildings.
- **Project Liaison:** Facilitate communication between Architecture/Engineering firms, construction teams, and various County departments (including the District Attorney, Auditors, and Purchasing agents).
- **Systems Management:** Utilize Building Management Systems to monitor HVAC and generator operations.

**Essential Skills & Qualifications**

- **Communication:** Exceptional interpersonal skills with the ability to coordinate complex schedules across multiple departments.
- **Organization:** Strong proficiency in issuing Purchase Orders, filing, and prioritizing tasks in a fast-paced environment.
- **Technical Savvy:** Proficient in Microsoft Word, Excel, and Outlook. Experience with databases or Building Management Systems is a plus.
- **Industry Knowledge:** Prior experience in construction (terminology/procedures), maintenance, or architecture/engineering is highly valued.
- **Adaptability:** A positive attitude toward "variety"—someone who enjoys a dynamic workday where priorities can shift quickly.
- **Requirements:** High School Diploma/GED and a valid Driver's License.

**Working Conditions**

This is primarily an office-based position with frequent opportunities for field visits. You will travel to various County construction sites and buildings, which may involve occasional exposure to noise, dust, and inclement weather.

**How to Apply**

Applications are available at the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us)

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex, political affiliation, disability, national origin, or any other protected class. Return application and resume by mail to:

836 Austin St., #2411, Hempstead, Tx 77445, or by email to: [D.Rothe@wallercounty.us](mailto:D.Rothe@wallercounty.us).

Not all applicants will be interviewed or contacted.

