



SUPREME COURT OF ALABAMA

HEFLIN-TORBERT JUDICIAL BUILDING
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May 5, 2025

JOB ANNOUNCEMENT

HEFLIN-TORBERT JUDICIAL BUILDING FACILITIES MANAGER (99159) LOCATION: ALABAMA SUPREME COURT, MONTGOMERY, AL

JOB INFORMATION:

The Judicial Facilities Manager is a permanent, full-time position responsible for overseeing all aspects of facility operation, safety, functionality, and maintenance of the Heflin-Torbert Judicial Building. This position requires managing and scheduling routine maintenance, communicating and coordinating with outside vendors/contractors for facilities-related projects, supervising facilities staff, and adhering to all State laws related to procurement of goods and services and to building projects. Excellent management, communication and organization skills are required.

This is a confidential (non-merit) appointment. Confidential employees are exempt from merit system rules and regulations relating to appointment, tenure, and appeal. However, confidential employees are entitled to retirement and other fringe benefits available to merit system employees.

DUTIES:

Duties include, but are not limited to, the following:

- Managing routine and preventative maintenance, scheduling repairs with contractors, overseeing building systems, such as HVAC/electrical/elevators, and identifying maintenance issues through regular inspections.
- Creating and monitoring the facility maintenance budget, managing contracts with vendors/contractors, and negotiating costs for services and repairs.
- Conducting facility inspections to ensure the safety of all aspects of the Heflin-Torbert Judicial Building.
- Managing and supervising on-site maintenance staff, including janitorial services and other facility staff.
- Managing all aspects of building-wide renovation projects including compliance with state law.
- Selecting and managing vendors/contractors for needed work and ensuring compliance with all applicable state laws.

REQUIRED KNOWLEDGE AND/OR SKILLS

- Technical knowledge of building systems (HVAC, electrical, plumbing, etc.), maintenance procedures, and facility management best practices.
- Ability to plan, execute, and monitor facility projects within budget and projected timelines, while remaining in full compliance with state law.
- Ability to communicate effectively, both orally and in writing, to a variety of individuals, including judges, internal building staff, and external vendors/contractors.
- Ability to identify maintenance issues and timely execute plans to resolve those issues.
- Ability to plan for and manage facility expenses, optimize limited resources, and stay within budget constraints.
- Ability to effectively manage a team of building maintenance staff and external contractors.
- Ability to establish and maintain effective working relationships.
- A strong work ethic, pleasant and professional demeanor, and a positive attitude.

MINIMUM QUALIFICATIONS

A bachelor's degree from a four-year college or university with a relevant degree is preferred. Prior experience in managing state-owned buildings and navigating the Alabama Public Works laws, § 39-1-1 et seq., Ala. Code 1975, is also strongly preferred.

SALARY

Salary range is \$145,303.20 - \$244,579.20, and will be commensurate with qualifications and experience. Benefits include annual leave, sick leave, health insurance, and retirement.

HOW TO APPLY

Qualified individuals should submit a letter of interest and resume with references to the Clerk of the Supreme Court of Alabama, Megan B. Rhodebeck, 300 Dexter Avenue, Montgomery, AL 36104, or via e-mail to SupremeCourtHR@alappeals.gov. Selected applicants will be scheduled for interviews.

EQUAL OPPORTUNITY EMPLOYER