

POSITION: DIRECTOR OF FACILITIES MANAGER

General Nature of Work

Manages the daily operations including but not limited to repair, replacement and maintenance of buildings and equipment for the county. Responsible for planning, designing, installing, configuring, maintenance, troubleshooting of equipment or office layout. Serves as property manager and facilitates rental agreements.

Essential Job Duties:

- Plan, organize, maintain, and manage the operations of the general infrastructure systems in support of the ongoing County departments and functions.
- Develop, recommend, and administer policies, procedures, and processes in support of facility maintenance operations and monitor compliance with approved policies and procedures.
- Oversees screening, selection, and training of new employees and may provide training for existing employees.
- Direct the activities of maintenance, custodial and grounds keeping staff using best management practices to ensure the County facilities are receiving highest quality support.
- Establish new and maintain existing preventative maintenance processes and programs and provide quality control inspections to ensure work is being properly performed.
- Provide recommendations for improvements maintenance, repairs and replacement of building features and equipment. Provide cost estimates for such improvements and actual quotes as required for procurement.
- Provide oversight of assigned maintenance, custodial and groundskeeping personnel and perform review and assessment of ongoing activities to ensure proper execution and quality workmanship is being performed by staff and contractors.
- Provide logistical and technical support to staff, direct and indirect, for ongoing operations, training, production, and quality improvement.
- Work with procurement services in developing and managing scopes of work and specifications for bidding and purchasing material, equipment, and services. Provide input and evaluation of submitted items for quality and cost analysis to ensure the best product or service is being selected.

- Ensure that critical building systems are in full compliance with current standards and codes, including life safety systems such as fire alarm systems, sprinkler systems and emergency building egress.
- Prepare annual department budgets and assist other departments in same preparation as required in regard to building and operating needs. Perform periodic review of ongoing cost and notify Administrator of any potential shortfalls and provide input to resolve such issues before they arise. Prepare scope of work and estimates for any special projects as requested by the Administrator.
- When assigned, perform duties as Owner's Representative on capital construction and facility improvement projects. This will include the coordination and management to assist the architect, engineer, contractors, and vendors to ensure the project compliance to design, code, and owner requirements. This would also include any scheduling, estimating and status reporting.
- Manages work order system providing efficient responses and follow up to ongoing projects.
- Facilitates signatures for rental agreements, prepares rental agreements, and enforces terms of rental agreements.

Knowledge, Skills and Abilities:

Knowledge of fundamental building codes. Ability to prepare a rental agreement. Knowledge of safety practices relevant to the area of employment. Knowledge of the concepts and techniques of on-the-job training. Ability to keep accurate written records. Ability to communicate effectively. Ability to prioritize and make the optimal use of personnel, materials and equipment. Ability to develop procedures and define actions for specific situations. Ability to plan, direct and review the work of subordinates. Knowledge of safety practices relevant to the area of employment. Knowledge of tools, equipment, materials and supplies used in the designated trade(s). Knowledge of techniques, methods, requirements and practices used in the designated trade(s). Skill in the use of various trade tools and equipment. Skill in making emergency and general repairs and adjustments to equipment used in building and maintenance work. Ability to comprehend blueprints, plans and specifications. Ability to understand and follow instructions.

Minimum Education Requirements:

Bachelor's Degree in engineering, Construction Management, Real Estate Management, Business Administration or similar related field and at least 2 years of related experience **or** an Associates degree with at least 5 years of related experience with supervisory experience managing multiple projects simultaneously. Property management experience preferred.