

**Jefferson County
Position Description**

Name: _____ **Department:** Administration
Position Title: Director of Facilities Management **Pay Grade:** 15 **FLSA:** Exempt
Date: January, 2023 **Reports To:** County Administrator

Purpose of Position

Directs the activities and staff of the Facilities Management Department in the efficient development, design, operation and maintenance of all County owned building and grounds. Also responsible for administering and managing construction and renovation projects on behalf of the County.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

Supervisory Responsibility

- Approves selection of staff; trains and evaluates staff and provides for their professional development.
- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects.
- Utilizes Enterprise Assessment Management system for purposes of assigning work, management of budget and planning of capital budget.

Routine Facilities Management

- Develops and implements long- and short-range goals, maintenance and repair plans, objectives, policies, procedures, and work standards for the department. Ensures compliance with these standards.
- Responsible, in conjunction with designated Human Resource Department personnel, for the administration of the County-wide master building access systems, including oversight of the issuance of various means of access currently in use (such as keys, key cards, biometric control, password control, etc.) based on permissions determined by Human Resources personnel.
- Directs and oversees the work of Maintenance Department staff and/or contracted service providers in the execution of various housekeeping services, facility maintenance and building improvement projects to ensure overall quality and workmanship, conformance to project plans, objectives and departmental standards and compliance with applicable building codes and regulations.

- On an ongoing basis, evaluate the effectiveness and efficiency of county programs and policies relating to building operations including housekeeping, preventive maintenance, utility usage, building systems and controls such as building security and access, fire suppression systems, emergency generators, HVAC, electrical, plumbing, and other specialized facility systems. Reports findings and makes recommendations for alternatives and improvements.

Project Management

- Prepares and directs the development of project bid packages, reviews contractor proposals, recommends the award of services to outside vendors to provide services and materials on a County-wide basis.
- Collaborates regularly with the County Administrator, and Committee(s) of Jurisdiction, and Department Heads to identify renovation or construction needs.
- Prepares job estimates and bids for projects to be completed by outside contractors.
- Directs and oversees the work of outside contractors in the execution of various facility maintenance and building improvement projects to ensure overall quality and workmanship, conformance to contract documents and standards and compliance with applicable building codes and regulations.
- Represents the County regarding facilities expansion and renovation projects, working directly with contractors and the appropriate County personnel to establish project schedules, assure timely completion and adhere to approved budgets for the projects.

Fiscal Management and Reporting

- Prepares an annual budget for the Maintenance Department, including maintenance for all County-owned buildings and implements approved expenditures.
- Reviews and submits statistical, financial and control records relating to costs, work schedules, supplies, equipment and program operations.
- Reviews monthly departmental financial reports for compliance with budget and other fiscal concerns, including interdepartmental billing issues.
- Authorize the issuance of contracts, purchase orders, change orders, and approve payments to contractors.
- Directs the maintenance of accurate records and files relating to building operations and equipment.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Directs the maintenance of accurate records and files relating to building operations and equipment.
- Oversees the Courthouse fleet of vehicles.
- Supervises Courthouse mail services and coordinates centralized mail run between all county facilities.

Minimum Training and Experience Required to Perform Essential Job Functions:

Minimum Education and Experience requirements:

- Considerable competence in a managerial or professional field is required in order to understand and apply advanced policies, practices, procedures, concepts, or principles.
- Broad experience over a number of years is required, together with – usually – appropriate academic qualifications or professional training.
- *Ten years related experience and/or training with additional formal education; or Bachelors degree in related field and a minimum of 6 years progressive experience.*

Recommended Education and Experience:

Preference may be given to candidates who meet the following criteria. Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered

- Bachelor's or Master's degree in architecture engineering, construction management, facilities management, project management, or a related field; and ten (10) years of facilities and grounds maintenance and construction experience at a management level, overseeing multiple facilities.

Knowledge, Skills and Abilities:

- Thorough knowledge of the current principles and practices of civil, mechanical, structural and electrical engineering as they relate to construction and maintenance of building systems and equipment.
- Thorough knowledge of the current principles and practices of the administration, development and management of maintenance programs for a multi-location physical complex.
- Knowledge of the federal, state and local laws, codes and regulations related to buildings and building systems
- Knowledge of administrative, managerial and supervisory principles and practices, including budgeting, planning, program evaluation and employee supervision.
- Ability to coordinate, direct, supervise and evaluate the activities of the Maintenance Department staff.
- Ability to communicate effectively with County employees, media and the public.
- Ability to plan, organize and effectively present ideas, concepts and recommendations.
- Ability to analyze and prioritize facility and equipment maintenance issues, implement a preventative maintenance program, prepare and manage a departmental budget and update and maintain a 5-year building improvement plan.

Technological Skills:

- Working knowledge of Windows and Microsoft Office Suite.

Work Environment

- While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. Travel may be required in the course of a workday.
- On occasion there may be moderate to light discomfort from temperature, dust, noise, wetness or the like. Walk-in and call-in distractions occur.

Physical Demands and Other Requirements

The physical demands and other requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Ability to climb ladders and lift, push, pull a minimum of 50 pounds.

Mental: Occasional stress due to deadlines, unexpected breakdowns or delays.

Driving: Valid Wisconsin State Motor Vehicle Operator's License required.

Background Check: The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date