

**FACILITIES MANAGEMENT DIRECTOR
COLUMBIA COUNTY**

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT

POSITION DESCRIPTION

I. Position Summary

This position is in the Columbia County Facilities Management Department. The Director is responsible for the overall management and operations of the county buildings and grounds and the supervision of Facilities Management employees. Major Job functions include coordination and oversight of heating, air conditioning, plumbing, electrical and electronic systems, security, preventative maintenance, construction/remodeling projects, inspection, safety, inventory, space allocation, as well as fiscal and managerial responsibilities of a county department head.

II. Essential Duties and Responsibilities.

1. Supervise and evaluates department employees
2. Review and prioritizes work orders and schedules workflow accordingly
3. Recommends employee hiring, promotion, termination and related personnel actions to the governing committee
4. Monitor employee sick leave utilization and approves vacation schedules; maintains employee time reports and related records
5. Establish and maintains effective working relationships with employees, departments, county board supervisors and private contractors
6. Prepares and administers annual operating budget in cooperation with governing committee
7. Develop and updates department job descriptions
8. Develop and maintains computerized climate control systems for all county buildings
9. Develop and implements maintenance standards for mechanical, electrical, electronic, plumbing, computer and security systems for all county buildings
10. Develop and administers a preventative maintenance program for all county buildings and grounds
11. Develop and implements a buildings inspection schedule for all county buildings
12. Maintains county Security Video Equipment, Door Controls, Intercom systems and Jail/Huber computerized touch screen control systems
13. Develops bid specifications and offers necessary equipment and supplies according to county purchasing guidelines
14. Maintain inventory of building and construction tools and supplies
15. Monitor maintenance projects awarded to private contractors
16. Implement parking and space allocation recommendations to governing committee
17. Coordinate and oversees construction and remodeling projects
18. Develop department safety standards and ensures compliance with OSHA guidelines and ADA
19. Develop and implements security procedures for individual buildings
20. Ability to work directly with staff on projects

III. Materials and Equipment Used

General maintenance tools and equipment
General office equipment
Snow/lawn equipment and tools
Cleaning supplies and equipment
Motorized vehicle

IV. Education Requirements

Any combination of training and experience equivalent to:

1. Bachelor of Science degree in an applicable field preferred, and a minimum of one year of building and grounds experience OR
2. Associate Degree in heating, air conditioning and electronics preferred and a minimum of three years of general maintenance, mechanical and electronics experience

V. Knowledge, Skills, Licensure and Experience

1. Extensive knowledge of, air conditioning, electrical, plumbing and electronic systems, and substantial experience in maintenance and repair of these systems
2. Knowledge of local, state and national electrical codes
3. Knowledge of working with 120/208 3 phase systems & 480-volt 3 phase systems
4. Knowledge of current fire and building codes
5. Ability to plan, organize and supervise the work of employees
6. Knowledge of and ability to safely operate standard tools, machinery and equipment used in building and grounds maintenance
7. Ability to develop and administer an annual budget
8. Ability to establish and maintain effective working relationships with Columbia County Board Members, employees, other county departments, private contractors, and the general public
9. Oral and written communication skills to make reports
10. Knowledge or ability to learn OSHA requirements
11. Knowledge of computerized control systems
12. Valid Wisconsin Driver's License
13. Expected to maintain liability automobile insurance

VI. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in clear manner
5. Good manual dexterity of hands and fingers
6. Ability to lift/carry 50 pounds push/pull at least 125 pounds

VII. Special Requirement

Person must be available nights, holidays and weekends during snowstorms or other emergencies. Must be accessible by telephone at all times for emergency situations.

Background and reference checks will be conducted for final selection of candidates. Upon employment finger printing will be required.

VIII. Other Information

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all right to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.