

Champaign County Job Description

Job Title: Facilities Director
Department: Physical Plant
Reports to: County Administrator
FLSA Status: Exempt
Grade Range: M
Prepared Date: July 2017

SUMMARY

Under executive direction, plans, organizes, directs, and coordinates, through subordinate supervisors and staff, the operation, maintenance, and care of all county physical plants and properties, as well as a number of administrative support functions. Work is performed with considerable independence and involves the application of tact, judgment, and discretion in coordinating custodial, maintenance and repair activities to ensure the best work environment for county staff, residents, tenants and visitors. Supervision is exercised over maintenance and custodial supervisors and includes assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions. Work is performed under the administrative direction of the County Administrator, who reviews work through conferences, reports, and for the efficient maintenance, operations, and improvement of the county's buildings and facilities.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, organizes, directs, and coordinates, through subordinate supervisors and staff, the operation, maintenance, and care of all county physical plants and properties; develops and manages all county construction and remodeling projects; prepares and implements operating policies and procedures for building security and the care and maintenance of county facilities;

Oversees the utilization of contract services providers in maintaining, repairing, and operating county buildings and facilities; prepares and oversees the development of bid specifications for county maintenance and custodial supplies, materials, and equipment;

Confers with County Administration and the appropriate county board committee to keep them informed on key issues and progress toward objectives and to gain support and approval for long-range and short-range plans and goals;

Oversees the implementation of energy conservation initiatives and projects to reduce utility costs of county owned buildings; and recommends infrastructure upgrades, and space condition utilization to contribute toward sustainable facilities;

Oversees the care of the grounds for all county-owned facilities;

Designated as the Keeper of the 1877 Seth Thomas Clock at the Champaign County Courthouse;

Develops, negotiates, and maintains tenant leases of county owned properties, facilitates and maintains tenant relations;

Manages the daily operation of the county mail;

Manages the oversight of county parking lot operations;

Prepares, presents, and monitors the physical plant budgets; administers and monitors the annual operating budgets;

Interviews, selects, and evaluates staff; provides direction and assignments; provides staff training, as needed;

Performs related work as required.

KNOWLEDGE, SKILLS and ABILITIES

Considerable knowledge of the procedures, techniques, and materials used in building construction;

Considerable knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of buildings, grounds, and operating systems;

Considerable knowledge of construction languages, processes, contracting procedures, and project management;

Knowledge of and skill in preventative maintenance of machines, engines, plumbing, electricity, carpentry, welding, heating and air conditioning, use of blue prints, wiring diagrams, schematics, and repair/replacement of finished materials, overall building maintenance, cost estimation of remodeling projects, and grounds maintenance;

Knowledge of city building codes, federal regulatory requirements such as the Americans with Disabilities Act, and State of Illinois Accessibility Code/Environmental Barriers Act;

Knowledge of management principles and practices, including optimum use of human and material resources;

Knowledge of accounting procedures relative to the budgeting and monitoring of program activities;

Skill in managing, directing, and coordinating the county facility management program;

Ability to apply knowledge of management principles and practices to effectively plan, coordinate, and direct the work of program supervisors and staff;

Ability to effectively interact with staff, tenants, department heads and officials, the public, and contract services providers;

Ability to review work of contractors and recognize defects in materials and performance to specification;

Ability to relate plans and specifications to actual field conditions;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships, as required by the position.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in facilities management, construction management or related field and responsible facilities maintenance experience (5-7 years) involving the maintenance and repair of building and grounds, electrical, mechanical, and telecommunications operation systems, as well as experience in supervising a staff of maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Illinois Driver's License; safe driving record; and proof of insurability;

Security Clearance issued by the Champaign County Sheriff.

PHYSICAL DEMANDS

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing and walking, and kneeling, crawling, bending, climbing stairs and ladders. May be called after regular working hours to respond to emergency maintenance and repair needs.

WORK ENVIRONMENT

The work is performed primarily in an office; and at various locations throughout the county. Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.