

FACILITIES MANAGEMENT DIRECTOR

MAJOR FUNCTION

This is an administrative and technical position related to managing a department in the maintenance, repair, new construction and remodeling of existing County buildings and facilities.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Manages and supervises building maintenance repairs, custodial care and grounds keeping activities for all County facilities.
- Plans and directs needed remodeling to ensure compliance with building codes.
- Inspects and trouble shoots facilities for repair, including building, electrical, mechanical, air conditioning and plumbing systems.
- Directs the work force to ensure projects are completed under budget and within time frame established for completion. Inspect electrical installations for code compliance.
- Supervises construction projects and acts as Project Manager representing the County's behalf on new construction in dealing with Architects, Engineers, and Contractors.
- Develops and directs preventive maintenance activities. Develop and implement methods to reduce departmental costs such as design and calculation of power factor correction equipment and pre-treatment of outdoor air.
- Directs Energy Management Systems for County buildings and operates computer programs. Maintains explicit records required by EPA under the clean air act for HVAC servicing, OSHA for workplace safety, including MSDS sheets and information.
- Prepares, analyzes and administers department budget and records to ensure all functions are performed in the most cost effective manner. Establish budgets and time frames for the completion of remodeling and new construction projects.
- Write the RFQ's and Bid Specifications required for all construction projects. Will attend project initiation meetings, pre-bid conference and bid openings as they pertain to any construction.
- Performs layout of HVAC duct and electrical design governed by state and national codes.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor Degree from four-year college or university in Construction Management or related field, with 5 years related experience, the majority of which shall be in management for a multiple buildings and facilities organization; or equivalent combination of education and experience.

Licenses

Possession of valid Florida Drivers license
Master Mechanical and Master Electrician

Certifications.

State Certified Electrical & Mechanical Contractor
State Certified HVAC License
LP gas/Refrigerant recovery

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.

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- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of state laws regarding public facilities.
- Knowledge of modern electrical building, air conditioning, plumbing, and mechanical principles and procedures.
- Extensive knowledge of estimating and planning financial expenditures and analyzing budget requirements.
- Ability to read and interpret blueprints and complex electrical drawings.
- Ability to instruct staff on electrical wiring schematics to aid in the trouble shooting and design of electrical and mechanical systems per national electrical and other regulatory related codes.
- Instruct and supervise staff on chill water cooling systems, cooling towers and their safe operation, design, and set operating parameters for the above systems.
- Ability to supervise a variety of building skills including carpentry, cabinet making, electrical, plumbing, elevator maintenance, masonry, roofing, and mechanical.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

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individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, an Electrical Test (VOM), and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel, and talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to 25 pounds. The noise level for this job is moderate to loud. Special vision requirements are close, distance, color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will regularly be exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, and risk of electrical shock and occasionally be exposed to wet or humid conditions and vibration.

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Pay Grade: 28

Job Description Number: 1031

Category: 1

Status: E

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