

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FACILITIES MANAGEMENT DIRECTOR

Department: Facilities Management
Pay Grade: 121
FLSA Status: Exempt
Job Class: 1031
Risk Code: 8810

JOB SUMMARY

Responsible for managing the Facilities Management Department in the maintenance, repair, new construction and remodeling of existing County buildings and facilities. Responsibilities include planning, organizing, Development and review of CIP, and implementing programs within strategic plans.

ESSENTIAL JOB FUNCTIONS

- Manages and supervises building maintenance repairs, custodial care, and groundskeeping activities for all County facilities.
- Develops and implements departmental strategic plans. Strategizes, communicates, and interacts with all Directors and Marion County Senior Leadership.
- Resolves complex scenarios with the project, administration, fiscal, and/or operations team.
- 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 timeframe established for completion. Inspects 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.

- Establishes budgets and timeframes for the completion of remodeling and new construction projects.
- Writes RFQs and Bid Specifications required for all construction projects. Attends project initiation meetings, pre-bid conferences, and bid openings as they pertain to any construction.
- Attends Marion County Board of County Commissioner public and private board meetings. Acts as the resident expert for all plans and actions of the Facilities Management department.
- Performs layout of HVAC duct and electrical design governed by state and national codes.
- Serves as an ambassador for the County, creates newsworthy articles, and conduct public presentations within their areas of responsibility.
- Provides 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.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for 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.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Construction Management or equivalent; and five (5) years' progressively responsible experience in management for multiple buildings and/or facilities organization; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- State certification in air conditioning and/or electric preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.

- Ability to effectively present information to top management, public groups, and/or boards.
- 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.
- 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.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of state laws regarding public facilities.
- Knowledge of modern electrical building, air conditioning, plumbing, and mechanical principles and procedures.
- 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.
- Ability to 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 individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel; and crouch, talk, hear, and smell.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. May work in an outdoor environment depending on assignment.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*