

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 OPERATIONS MANAGER

Department: Facilities Management
Pay Grade: 114
FLSA Status: Exempt
Job Class: 1297
Risk Code: 9015

JOB SUMMARY

Responsible for managing and administering the daily functions associated with maintaining safe and functional public buildings. Responsibilities include reviewing, assigning, and prioritizing the daily work of facilities trade staff in the repair, construction, and maintenance of a wide variety of commercial equipment and acting as project manager on all county vertical build construction projects.

ESSENTIAL JOB FUNCTIONS

- Coordinates the daily management and repair of County facilities and grounds.
- Prepares reports and work orders for those facilities.
- Manages in-house trade staff and contractual personnel in the daily operation of County facilities, which includes office and field duties, coordinating management activities, and all other activities related to the management of County property.
- Supervises, coordinates, and directs subordinate supervisory personnel engaged in the repair, construction, maintenance, and security of County facilities.
- Plans work schedules in-house improvement projects and inspects works in process. Reviews completion of and coordinates acceptance of projects as part of the Capital Improvement Program with other senior staff members.
- Inspects County property and facilities for safety hazards and required repairs. Inspects in-house projects and capital improvement projects during construction or renovation.
- Prepares and monitors all budgets and expenditures.
- Assists in the preparation of the department's annual five-year capital improvement projects schedule, strategic plan, identifying goals and objectives, and mapping their implementation.
- Reviews and approves detailed work and reports and prepares personnel evaluations.
- Oversees the development and operation of an emergency action plan for department.
- Manages annual inventory for the department.
- Estimates and procures supplies on the phone and by requisition forms.

- Assists in the development of various department policies and emergency procedures.
- Assists in establishing department goals and objectives. Provides recommendations for the establishment of facilities standards, procedures, department policies, forms and regulations, evaluates progress toward accomplishment of assigned goals and objectives.
- Assists with planning and management of maintenance, capital projects, and emergency repairs.
- Communicates with operational staff immediately and develops long-range plans to meet the needs of the public and other County staff to effectively meet customer service standards.
- Recommends employment, promotion, transfer, discipline, demotion, and dismissal of subordinate employees as necessary.
- Responds to employee grievances and completes employee performance evaluations and reviews those completed by subordinate supervisory personnel.
- Oversees environmental permitting and compliance with environmental regulations.
- Represents Facilities Management Director at public and staff functions and meetings as directed.
- Establishes and maintains effective working relationships with law enforcement agencies, including Sheriff, Ocala Police Dept., and the Florida Department of Environmental Protection. Coordinates with other agencies and departments to ensure proper support of activities or joint projects are accomplished.
- Conducts research and performs analyses to formulate reports and recommendations.
- 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 relevant field or equivalent; and five (5) years' relevant experience; 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.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop policies, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the methods, materials, tools, and equipment used in the maintenance of grounds and building facilities.
- Knowledge of the proper and safe use of automotive and power equipment used in the maintenance of buildings and OSHA standards and requirements.
- Ability to read blueprints, prepare grant applications, and prepare bid specifications.
- Ability to prioritize tasks, conducts multiple projects and programs, and meet multiple deadlines.
- 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 sedentary work which requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise 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, crouch, or crawl; and smell, talk, and hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and risk of electrical shock and will frequently be required to work in outdoor weather conditions. May work in the County Jail among the inmate population.

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.