

SHAWNEE COUNTY, KANSAS
Position Description
Director of Facilities Management

POSITION CONTROL NUMBER: FM1001

FLSA STATUS: E

POSITION DESCRIPTION

Under the direction of the Board of County Commissioners, the Director of Facilities Management is responsible for the maintenance, operation, and improvements of County buildings, facilities, parking lots, and grounds. This is an Unclassified position and serves at the pleasure of the Board of County Commissioners under the supervision of the Director of Administrative Services. Performs other duties as may be assigned.

WORK PERFORMED

40% Facilities Maintenance and Repair.

- Oversees facilities (building and grounds) repairs and maintenance.
- Ensures that County facilities are clean and maintained.
- Furnishes technical services in connection with efficient and effective operation, maintenance, alteration, and renovation of county buildings.
- Supervises the repair and maintenance of all mechanical equipment.
- Drafts and implements preventive maintenance schedules for buildings and equipment.
- Plans and supervises the structural and cosmetic upkeep of the buildings including painting and decorating.
- Conducts and documents regular facilities inspections.
- Prepares plans and bid specifications for equipment, supply purchases, repair projects and capital improvement projects.
- Develops plans and bid specifications; and administers contracts for service agreements.
- Maintains design, construction, and maintenance records as required.
- Ensures compliance with safety and security protocols.
- Ensures compliance with local, state, and federal regulations.
- Ensures compliance with applicable building codes, architectural standards, and contractual requirements.

25% Project and Contract Management.

- Acts in the capacity of project manager for all repair, renovation, and capital improvement projects.
- Prepares job estimates and bids for projects to be completed by outside contractors.
- Provides direct control over all day-to-day aspects of facility projects.
- Inspects completed work by contractors.

Shawnee County Position Description
Director of Facilities Management (FM1001)

- Ensures compliance with various contracts including custodial and maintenance agreements.
- Ensures that all emergencies are responded to immediately.
- Plans and coordinates all installations, repairs, or renovations.
- Manages project expenditures within authorized budget limits.
- Oversees, manages, and reviews service contracts.

20% Supervision.

- Supervises the Facilities Management department staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions.
- Participates in the hiring and promotional process.
- Instructs staff on proper completion of tasks.
- Inspects and reviews work of staff to ensure that projects are complete.
- Establishes work schedules and assigns work.
- Checks work procedures and products.
- Maintains personnel and payroll records and prepares related reports.

15% Budget, Purchasing and Inventory Management.

- Develops an annual budget and executes the approved budget in the most effective and efficient manner.
- Purchases and maintains an inventory of mechanical repair parts, chemicals, paper products, janitorial supplies, and materials used in building maintenance and repair.
- Supervises the utilization of inventory for the most effective and efficient use of material goods.
- Handles general accounting tasks, such as accounts payable, payroll, and budgeting.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- The equipment, material and practices used in grounds and building maintenance design, horticulture, forestry, and facility maintenance and improvements.
- Applicable work safety rules and procedures.
- Pesticides and fertilizers.
- General cleaning procedures including disinfection, graffiti removal, and janitorial supplies.
- Preventative maintenance techniques.
- Facility set up.
- Safety hazards and precautions.
- The occupational hazards and safety practices appropriate for maintenance and repair work.
- The principles, practices and equipment used in the maintenance and repair of buildings.

Ability to:

- Plan and direct the work of others.
- Organize, supervise and instruct employees performing manual, semi-skilled, and skilled tasks.
- Read basic engineering plans and drawings and maintain records.

Shawnee County Position Description
Director of Facilities Management (FM1001)

- Operate various maintenance equipment.
- Establish and maintain effective working relationships with staff, supervisor, other department divisions, public, and officials (County, City, civic organizations, special interest groups, etc.).
- Communicate effectively, concisely and accurately, both orally and in writing, using the English language.
- Make effective presentations to employees, community groups, and in public forums.

Skill in:

- Providing leadership and direction to employees.
- The use of basic math to calculate mixes and measurements.
- The use of measurements including length, time, area and other geometrical formulas.
- Use of equipment and tools used in the maintenance and repair of mechanical systems and buildings.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving				X
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights		X		
Throwing		X			Lifting		X			Around Moving Machinery			X	
ARMS					Carrying		X			Driving Automotive Equipment				X
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes				X
Lifting			X		Twisting			X		Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning			X		Noise Levels (Excessive)			X	
Throwing		X			LEGS/FEET					Electrical Hazards		X		
EYES					Walking				X	Slippery Surfaces		X		
Near Vision				X	Standing				X	Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces				X
VOICE					Climbing		X			Moving Objects				X
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity				X

EQUIPMENT USED

Personal Computer
Office Furniture

Telephone
Fax Machine

Photocopier
Printer

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in Construction Science, Architecture, Architecture Engineering, Civil Engineering, Facility Management, or related field.
- A High School Diploma or GED Certificate and four (4) years' additional experience (in addition to minimum experience listed below) in facilities management, or related field, may be substituted for the required degree.

Shawnee County Position Description
Director of Facilities Management (FM1001)

- Five (5) years' experience in building maintenance management or construction management.
- Two (2) years' experience in supervising employees.
- Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to be on call twenty-four (24) hours a day, seven (7) days a week in order to respond to emergency situations.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 08/14

Revision History: 05/25