



Uintah County

Job Description

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|--------------------|--------------------|------------------------|------|
| Title: | Facilities Manager | Code: | 109 |
| Division: | Administration | Effective Date: | 3/07 |
| Department: | Commission | Last Revised: | 2/19 |
| FLSA Cat: | Exempt | Pay Grade: | 41 |

GENERAL PURPOSE

Performs a variety of **administrative and managerial** duties related to the planning, organizing, coordinating, and monitoring the upkeep, maintenance and repair of county properties, facilities, cemeteries, and noxious weed program.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to employees of the facilities management department. Directs community service workers as assigned by courts.

ESSENTIAL FUNCTIONS

Represents the county commission on matters relating to construction and remodel of county facilities, cemetery activities, and noxious weed control activities. Reviews, and together with the commission, approves technical drawings, blueprints, construction timelines, budgets, etc.

Monitors department personnel needs regarding recruitment, selection, and training of new employees; instructs in operational and policy procedures to ensure strict performance standards are met. Monitors employee performance related to specific tasks, safety, and other areas of concern; makes decisions and carries out a variety of personnel actions affecting retention, promotion, and discipline.

Determines daily work projects, sets priorities and delegates assignments; issues building keys to control access and improve building security.

Develops annual projections of materials, equipment, and supplies as required; monitors department expenditures to ensure conformity to established fiscal program; submits budgets and reports to commissioners of the same; develops inventory controls and monitors material usage; purchases departmental needs, negotiates with vendors.

Conducts building inspections to monitor for safety and security needs and ensure conformity to health and safety standards and building and electrical codes; works with state and federal agencies and assists with inspections of county equipment and machinery.

Creates and promotes preventive, predictive and emergency maintenance planning; assists county departments to identify maintenance, construction, remodeling projects, installations and room conversions; develops cost proposals and makes recommendations for the same; prepares bid specifications for contracted projects; monitors contracted projects to assure quality and timely completion; acts as project liaison between contractors and county commissioners; develops and negotiates maintenance contracts for special facilities and/or service needs.

Directs maintenance workers in general custodial projects related to repair and maintenance or sprinkling systems and assigns details to maintain grounds; performs and directs the monitoring of facility environmental systems, such as heating, ventilation, plumbing, electrical, security, fire alarms, etc.

As needed, performs journey level preventive maintenance on facility systems and equipment; maintains air conditioning system; domestic hot water systems, boiler, hydronic heat pumps, cooling towers, electrical systems, pneumatic controls, electrical and electronic controls, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors' Degree in related field;

AND

B. Five (5) years of experience performing above or related duties; two (2) years of which in a supervisory capacity is preferred;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of construction codes and standards; market conditions and materials; estimate procedures; building phases related to carpentry, plumbing, masonry, electrical wiring, etc.; effective practices in floor, carpet, wood work, and fabric care and cleaning; tools, materials, and equipment essential to building maintenance, construction, repair, and cleaning. **Working knowledge of** principles of supervision; personal computer and various software applications or specialized facilities management software; interpersonal communication skills; fiscal management and budget development.

Ability to direct and control a small crew of workers performing similar duties; read and interpret blueprints; work under varying weather conditions; communicate effectively, verbally and in writing; develop effective working relationships with elected officials; subordinates, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift if excess of 75 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)