

POSITION DESCRIPTION

Title: Director of Facilities and Maintenance
Department: Building Maintenance
Job Analysis: November 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator
Subordinate Staff: Building Maintenance employees
Internal Contacts: County Employees, Elected Officials
External Contacts: Architects, Contractors, Building Material Suppliers, Insurance Representatives, Alabama Department of Environmental Management, Alabama Department of Public Health, General Public
Status: Classified/Exempt (S320)

Job Domains

Future Facility Planning

- Lead future facility planning and development initiatives by evaluating current infrastructure and forecasting future needs.
- Develop long-term strategic plans for facility expansion, modernization, and resource optimization to meet future operational requirements.
- Contribute to strategic facility development by researching and integrating innovative technologies and energy-efficient systems to optimize future performance and sustainability.
- Identify opportunities for facility consolidation to optimize space utilization and reduce operational costs.
- Engage with stakeholders and community members to gather input and ensure that facility plans align with their needs and expectations.

Project Management and Coordination

- Manage large-scale construction projects, including planning, risk management, budgeting, and performance tracking.

- Review bids for accuracy and appropriateness and recommend the lowest responsive and responsible bidder for Commission approval.

Facility Maintenance and Compliance

- Plan, design, and oversee maintenance, alteration, and reconfiguration of facilities.
- Ensure that construction and installation meet quality standards and comply with OSHA, and local and state health department regulations.

Preventative Maintenance Programs

- Implement and supervise preventative maintenance programs for building systems such as HVAC, electrical, plumbing, and safety/security systems.
- Ensure compliance with regulatory standards.

Contractor Oversight and Staff Supervision

- Oversee external contractors for specialized tasks (electricians, plumbers, landscapers, etc.).
- Supervise staff involved in maintenance and construction, ensuring they receive adequate training and professional development.

Budget Development and Monitoring

- Develop and monitor the department budget.

Project Data Management

- Maintain project data up to date and accurately for all projects.

Knowledge, Skills, and Abilities

1. Knowledge of construction and maintenance standards, building codes, OSHA regulations, and environmental safety requirements.
2. Expertise in project management, future facility planning, and budget administration.
3. Ability to train, supervise, and develop staff across multiple facilities.
4. Strong skills in technical problem-solving, facilities planning, and management of preventive maintenance programs.
5. Proficiency with Microsoft Office (Word, Excel, Project, PowerPoint) and facility management software.
6. Ability to interpret blueprints, plans, and technical specifications for facility projects.
7. Ability to perform light work that involves lifting, carrying, and mobility tasks.

Other Characteristics

1. Ability to work collaboratively with staff.

2. Effective oral and written communication skills for interacting with staff, supervisors, and elected officials.

Minimum Requirements

1. Bachelor's degree in engineering, architecture, building trades, or a related field. However, the aforesaid educational requirements may be satisfied with the individual possessing a combination of education, training and experience.
2. Five (5) or more years of experience in facility management and project management, with at least three (3) years of supervisory experience, or an equivalent combination of education and experience.
3. Licensed Professional Engineer in the State of Alabama, preferred.
4. Demonstrated expertise in operational and strategic planning, budget development, project management, and long-term facility planning.
5. Possess a valid driver's license and be insurable by the County's insurance standards.