

Deputy Facilities Director



Position Description

Status

Full-Time, Exempt

Compensation

C41

Bargaining Unit

Non-bargaining

Reports to

Facilities Management Director

Supervises

Facilities Staff

Position Category

Manager

Summary

This position supervises facilities staff and assists in planning and project development for major projects in the department, including working with architects and outside contractors. Compiles project updates, budget reports, and other documents and analysis as assigned by the Director.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises staff, including assigning work, approving leave time, and reviewing and evaluating performance. Assists and advises staff on the more complex and difficult tasks.
2. Oversee functional areas and staff responsible for facility maintenance, facility security, parks maintenance, custodial service, mail delivery, fleet management, potable water production and wastewater management.
3. Pulls work orders from system, determines project needs and priority, and assigns to staff.
4. Assists the Facilities Management Director in development of the annual budget for the various financial activities including operating revenue and expenses along with capital expenses.
5. Assist in the planning of labor and material needs for designed maintenance and repair projects.
6. Oversee seasonal park maintenance at nine county parks.
7. Manage the maintenance of a fleet of county vehicles to ensure the vehicles are maintained in a safe and reliable manner.
8. Oversee the safety and security of County facilities by managing locking devices, issuing card keys for access, maintaining alarm systems, coordinating inspections, participating in safety training and drills and maintaining emergency generators and other emergency equipment.
9. Oversees and evaluates custodial staff and contract performances.
10. Assists the Facilities Management Director in development of the annual budget for the various financial activities including operating revenue and expenses along with capital expenses.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations to perform necessary job duties.

Required Education and Experience

1. Associate's Degree in facilities management, project management, public administration or organization administration.
2. Three (3) years of experience in facilities management, parks management and utilities management.
3. Two (2) years of experience in project management and budget development.
4. Possession of a valid driver's license.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____