

Facilities Management Director



Position Description

Status

Full-Time, Exempt

Compensation

C51

Bargaining Unit

N/A

Reports to

Executive Director of Operations

Supervises

Facilities Staff

Position Category

Director

Summary

This position is responsible for the planning and organization of the operations of all county facilities including buildings, parks, grounds, custodial, and fleet. 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 conducts analysis.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Plan and execute the overall Facilities Management service area goals and objectives. Establishes and monitors key performance indicators with the goal of continuous improvement and streamlining the service area.
2. Works to identify facility needs and develop plans to prioritize and fund the projects. Participates in capital improvement projects, long-range facility planning, real estate acquisition, disposal and lease management to accommodate the County's space needs.
3. Oversees functional area and staff responsible for facility maintenance, facility security, parks maintenance, custodial service, mail delivery, fleet management, potable water production and wastewater management.
4. Develops reviews and updates departmental policies and procedures to ensure service delivery related to the functional areas.
5. Oversee potable water generation and on-site storage and manages the wastewater discharge lagoons. Ensure water production and discharge complies with state environmental regulations and quality standards and oversee the production of reports on water quality.

6. Develops the Facilities Management budget. Administers and monitors the revenues and expenditures to ensure compliance.
7. Oversee seasonal park maintenance at county parks.
8. Manage the maintenance of a fleet of county vehicles to ensure the vehicles are maintained in a safe and reliable manner.
9. Oversee the safety and security of County facilities.
10. Develops, recommends and enforces management policies and procedures for the use of County facilities, parking areas and grounds during business and non-business hours.
11. In cooperation with Human Resources, makes hiring, termination and disciplinary decisions; provides counseling, re-training and performance improvement plans in accordance with the terms of bargaining agreements and applicable policies.

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

Frequent travel is required to access County buildings, parks and employees.

Required Education and Experience

1. Bachelor's degree in facilities management, project management, public administration, organization administration or related field.
2. Five (5) years of progressively responsible experience in facilities management, parks management, utilities management or any combination of education, training or experience that demonstrates the ability to perform the duties of the position.
3. Five (5) years of project management or budget management.

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 _____