

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

POSITION: Facilities Director
DEPARTMENT: Buildings and Grounds

PAY GRADE: 12
STATUS: Unclassified,
FLSA Exempt (Administrative)

PURPOSE OF POSITION

The purpose of this position is to develop, manage, implement and direct the services to facilitate the maintenance, repair and alterations of County-owned buildings, equipment, grounds and related facilities; oversee the design, planning and development of capital improvements, facilities and new construction projects.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Directs and manages department personnel; schedules, coordinates, delegates, and reviews work; interviews, hires, and trains new employees; resolves employee concerns and problems; approves leave time and reviews payroll; evaluates employee performance and approves promotions, transfers, salary increases, and disciplinary actions; identifies professional development needs for staff.

Plans new construction; capitol improvements, and new buildings; critiques and approves engineering plans and specifications; approves work requests; manages contracts; inspects buildings and work sites; prioritizes and assigns work; enforces compliance with safety rules and regulations; eliminates job hazards.

Oversees, plans and maintains buildings, mechanical building systems, landscaping, parking lots, sidewalks, lighting and roadways including preventative maintenance and long term strategic plan; communicates maintenance activities to all county offices.

Develops and implements annual and strategic budgets; reviews expenditures for compliance with County budget policy.

Collaborates with internal and external personnel to coordinate activities, streamline processes, resolve issues and exchange information; communicates with department employees and elected officials to coordinate special events and programs.

Establishes and builds vendor relationships and contracts.

Researches new products, laws, regulations. Participates in meetings, workshops and seminars.

Oversees the work of outside contractors in remodeling and new construction on county property.

Oversees maintenance of inventory and supplies needed to ensure operation on multiple facilities.

Develops and implements administrative policies and procedures for department to ensure compliance with applicable, federal, state, and local standards, guidelines, regulations, and Board policies and procedures; initiates any actions necessary to correct deviations or violations.

Prepares records, reports, and correspondence including cost estimates, billing statements, invoices, equipment maintenance schedules, and staffing records; supervises preparation of related reports and record maintenance.

ADDITIONAL FUNCTIONS

Coordinates equipment repair as necessary; troubleshoots problems.

WOOD COUNTY, OHIO POSITION DESCRIPTION

Works closely with Court Security on new construction.

Participates on the bomb search team if needed.

MINIMUM QUALIFICATIONS

Bachelor's degree in a technical field or related field supplemented by a minimum of five years experience that includes supervisory experience or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Requires valid Ohio Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid-level data analysis including the ability to manage, evaluate audit, deduce, assess, conclude and appraise. Requires the ability to necessitate revising policies, procedures, goals and objectives based on analysis of data and information.

Human Interaction: Requires the ability to perform in a supervisory capacity. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions; compute discount, interest, ratios and proportion; calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervising, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, AC and boiler systems, lawn equipment and tools, and/or materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Factors: Essential functions may risk exposure to environmental risk such as temperature extremes, electric currents, noise extremes, machinery, and traffic hazards.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.