



CLASS SPECIFICATION

Class Title: Deputy Director, Facilities Management
Department: Facilities Management
FLSA: Exempt

Class Code: 793
Eff. Date: 04/25/06
Grade: 25
Revised: 01/10/2020

GENERAL PURPOSE

Under the general guidance and direction of the Director of Facilities Management, performs supervisory duties, operational planning, develops preventive maintenance specific planning, and hands-on maintenance/repair duties for assigned County buildings and grounds.

EXAMPLE OF DUTIES

Plans, organizes, supervises, and performs facility maintenance and repairs in the following areas: electrical, mechanical, carpentry, plumbing, equipment installation for air conditioning, heating, ventilation, domestic and chill water, gas, painting, storm and sanitary sewage, locks and security, landscaping/grounds, and other functions as directed; understands and applies all established policies, procedures and regulations regarding the identified functions. Reviews and tests (where applicable) systems to determine proper operation and initiates maintenance and/or repair orders as necessary.

Develops, implements and monitors a preventative maintenance program to assure cost effective maintenance for various facility operations and equipment.

Assigns and supervises daily work tasks, and larger projects of building maintenance workers, custodian Supervisor, custodians, and inmate workers; monitors work to assure satisfactory completion. Evaluates performance in compliance with Davis County Policies and Procedures; addresses and documents performance problems in a timely manner; disciplines employees as directed and in compliance with all applicable policies, procedures, and practices.

Works closely with the Director of Facilities Management in establishing and monitoring projects, budgets, schedules and timely completions. Assists the Director with the supervision of contractors; coordinates the efforts of County maintenance employees with the work of contractors; monitors the progress of contract work.

Reviews blueprints as necessary.

Maintains a tool and equipment inventory; services and repairs hand tools, saws, drills, and other power equipment; ensures equipment is maintained in a safe and operable condition and/or arranges for repair/replacement.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations; operates heavy equipment including, but not limited to, a backhoe, forklift, manual lifts and dump trucks.

Responds to maintenance emergencies beyond regular work hours, including evenings, weekends, and holidays; performs snow removal during regular business and non-business hours.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in building maintenance technology, facilities or construction management, engineering, or a closely related field, plus four (4) years of full-time paid experience in comprehensive facilities management or maintenance or a closely related field, one (1) year of which must have been in a supervisory function in a related field.

An acceptable combination of education, experience, and a Journeyman trade certification may also be considered.

2. Special Qualifications:

Must pass a criminal history background investigation depending on the position.

Must possess a valid driver license. New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: computer maintenance systems; construction practices; codes and standards; federal, state and local code compliance laws and regulations; emergency and preventative maintenance methods and repair strategies; budget requirements, planning and oversight of operation and capital dollars; maintenance of security systems, plumbing and electrical systems, heating/cooling systems; grounds maintenance; cleaning methods, materials and equipment.

Working knowledge of: management principles and concepts; effective supervisory principles, practices, and techniques; department and County policies, procedures, and practices and related Federal and State laws, rules and regulations; provisions of ADA and OSHA compliance.

Skill in: safe and proper use of hand and power tools, and other equipment common to building and grounds maintenance; driving heavy equipment including, but not limited to a backhoe, forklift, manual lift and dump truck; using all applicable computer hardware and software applications, including Microsoft Word and Excel.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah



CLASS SPECIFICATION

motor vehicle rules and regulations.

Ability to: supervise, direct, and evaluate the work of others; work independently with minimal supervision; interpret, read, and work from sketches, diagrams and blueprints; make cost estimates of time and materials needed for construction; efficiently use hand and power tools and equipment requiring a high degree of dexterity; ; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, contractors, other agencies, and the general public.

WORKING CONDITIONS

Respond to maintenance emergencies beyond regular work hours; work in inclement weather conditions; lift, carry and otherwise move objects weighing up to 100 lbs.; ascend/descend ladders, stairs, and ramps

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 1/10/2020

Department Approval: Lane Rose

HR Generalist Approval: Mindy Adams

Classification Approval: Marina Brito