



CLASS SPECIFICATION

Class Title: Director, Facilities Management
Department: Facilities Management
Merit Status: Exempt
FLSA: Exempt

Class Code: 8012
Eff. Date: 1/1/95
Grade: 31
Revised: 08/26/2019

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Under the general guidance and direction of the County Commission, directs, supervises and administers the efforts and objectives of County facilities management at multiple locations.

EXAMPLE OF DUTIES

Supervises department personnel directly or through subordinates; hires and trains personnel, assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses employee performance problems in a timely manner; determines and initiates disciplinary action as necessary.

Prepares and presents department budget; monitors expenditures and ensures expenditures do not exceed approved budget; manages budget to collect revenue in compliance with all policies, procedures and practices. Directs the processing of personnel actions, requests to hire, purchase orders, and expenditure vouchers in accordance with policies.

Provides facilities management services for various County departments and multiple locations. Directs, plans, implements, and schedules building and grounds maintenance operations including HVAC repairs, electrical and mechanical equipment maintenance, carpentry, plumbing, construction projects and remodeling efforts, and grounds and landscaping efforts; plans and implements a preventative maintenance program.

Working with Administrative Officers, prepares and determines bid specifications for construction projects, requests for proposals, maintenance equipment, materials, and service contracts. Prepares construction and maintenance estimates from blue prints, specifications and diagrams; reviews construction documents for accuracy, feasibility, and compliance with standards and building codes.

Directs and works with architects, engineers, outside contractor service providers, vendors, and other construction professionals (building inspectors, fire inspectors, insurance agents, etc.) on various projects to ensure: necessary building permits are secured, compliance of all building codes, compliance with ADA and OSHA regulations in facilities issues, adherence to design specifications, quality and timely completion of projects, and budget compliance.

Oversees safety, ADA accessibility and security concerning County facilities, patrons, and employees; ensures employee compliance with safety policies, procedures and practices. Plans and implements safety/evacuation plans for fire and other potentially catastrophic events; reviews and updates plans on a regular basis.

Supervises custodial efforts, outside contractors and vendors, volunteers, community service workers, and

temporary laborers.

Provides effective space planning and building utilization. Ensures security of doors and windows after business and special activities. Supervises and coordinates signage for County buildings.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from a college or university with a Bachelor's Degree in construction or business management, public administration, architecture, engineering, or a closely related field, plus five (5) years of full-time experience in facilities management or closely related field, two (2) years of which must have been in a related supervisory/management capacity; or an acceptable combination of education and experience.

2. Special Qualifications:

Must pass a criminal history background investigation.

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: the standard methods, practices, tools, and materials used in a variety of facilities management operations, building construction, remodeling, and maintenance functions; building codes, zoning, and construction principles, methods, codes, and specifications; hazards and safety precautions common to building maintenance and construction; budget preparation and management and accounting principles and techniques; County and departmental policies and procedures; cleaning methods, materials, and equipment, heating and cooling systems, grounds maintenance, carpentry, signage, plumbing and electrical maintenance and repair techniques, construction project management.

Skill in: public relations, public speaking, and sound decision making in stressful situations.

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 motor vehicle rules and regulations.

Ability to: direct, supervise and assign the work of others; interpret, read, and work from sketches, diagrams, and blueprints; make cost estimates of time and materials needed for construction; analyze, interpret, prepare and report financial data; analyze and solve complex problems; work well under



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pressure; compose correspondence, reports, contracts, and other documents; operate computer hardware and all applicable software; follow written and oral instructions; communicate effectively and professionally (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies and the general public.

WORKING CONDITIONS

Maintaining concentrated attention to detail for sustained periods of time; respond to emergency situations before and after regular work hours.

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: 08/26/2019

Department Approval: Mack McDonald

HR Generalist Approval: Mindy Adams

Classification Approval: Marina Brito