



<p>POSITION DESCRIPTION</p> <p>Facilities Maintenance Director</p> <p>FLSA Status: Non Exempt EEO Code: Exempt Salary Grade/Band</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Duchesne County Commission Revised: _____ Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under the general supervision of the County Commissioners, responsible for the direction and supervision of building maintenance and oversees custodial tasks of all county buildings and grounds. The Director assists and provides recommendations for the best method of maintaining, repairing, or replacing mechanical and necessary elements of the County's buildings. Provides assistance in developing and writing specifications for building and equipment. The Director must select the best qualified service companies for repair and maintenance and ensure that service contracts for building maintenance and equipment repair are carried out and performed adequately and efficiently. Participates in event planning and requires independent judgment, and various degrees of specialization. Oral and written instructions are both received by supervisor and given to subordinates.</p> <hr/> <p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To maintain a safe and clean environment. • To adhere to best safety practices and comply with OSHA mandates. <hr/> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Direct and supervise general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment to include heating and air-conditioning systems. . • Oversee all County building construction projects, working closely with architects and contractors to protect County interests. • Compose and release periodic press releases and answer requests for information and County building projects from the media. • Supervise custodial and maintenance workers by assigning work and monitoring performance of duties. • Provide technical support to maintenance workers in the repair and maintenance of County buildings, heating and air-conditioning units, electrical and plumbing systems and grounds. • Prepare specifications for additional or replacement air-conditioning and heating units, plumbing and electrical systems, repairs to buildings, and small construction projects.

- Purchase supplies and equipment needed to perform duties adhering to County purchasing policy and procedures. Monitor and keep a balanced budget.
- Determine needs and purchase material, parts, and equipment for proper installation and completion of repairs.
- Work with contractors to assure that requirements of maintenance agreements are met appropriately.
- Schedule and monitor routine and preventative maintenance of air-conditioning and heating systems.
- Detect and correct hazardous and/or unsightly conditions in all areas of County building and grounds.
- In cooperation with elected officials and department heads, schedule and direct relocation of County offices, records, equipment and furniture.
- Meet with elected officials, as needed.
- Prepare and maintain department budget.
- Assure that County buildings are opened during business hours and otherwise secured.
- Provide maintenance support for all emergency situations associated with County buildings and/or grounds 24 hours a day/seven (7) days a week.
- Responsible for County fleet management and maintenance in collaboration with the Clerk Auditors Office.
- Work closely with County management, and architects in developing adequate and efficient work areas.
- Conduct liaison activities in a professional manner and ensure maximum cooperation between and among the County, public and other agencies.
- Ensure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures.
- Provide technical support to maintenance workers in the following specialized equipment in the jail; security systems, locks, kitchen equipment, boilers and laundry equipment.
- All others duties as assigned.

EDUCATION AND EXPERIENCE

- Associates Degree preferred, but not required;
- Five (5) years general work experience; or
- Any combination of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair. Allowable education includes technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent.
- Possession of a current and valid Utah's Driver's license.

SKILLS/ABILITIES

- Knowledge of and experience in facilities maintenance and repair;
- Read and interpret blueprints, sketches and schematics as they relate to buildings and utilities services systems.
- Professional interpersonal communication skills;
- Skills in using hand and power tools;
- Ability to work quickly and accurately;
- Perform duties efficiently and under established and standardized safety procedures and protocols.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to understand and respond to directions and assignments.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to give direction and prioritize work assignments.
- Ability to follow oral and written instructions.
- Ability to work independently as needed to support the group effort.
- Apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.

PHYSICAL REQUIREMENTS

- Work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
- May lift 20-30 pounds regularly, up to 50-75 occasionally, and greater weights with a team or device.
- Employee must be able to maneuver in tight places when necessary.

HAZARDS

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives or communicable diseases.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, reflective vest, steel toe boots with an

electrical hazard rating and FR clothing may be required.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.