

## **FACILITIES MANAGER**

Pulaski County

**Department:** General Properties

**Reports to:** General Services Director

**Supervision Exercised:** Coordination of work with other building/maintenance employees

**Supervision Received:** Minimal instruction and supervision after orientation period

**Classification (FLSA):** Non –Exempt, Full-Time

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Work Hours:** Monday thru Friday, 7:30 a.m. until 4:00 p.m. Some evenings, weekends, and holiday work required.

**ESSENTIAL FUNCTIONS:** Responsible for the daily operations and maintenance of County buildings; interior and exterior; commercial and industrial. Performs/directs tasks requiring highly technical skills in the repair, maintenance and preventative maintenance of Pulaski County buildings and grounds; electrical, mechanical, HVAC and plumbing needs. Provides supervision and direction to subordinate employees.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

### **RESPONSIBILITIES:**

- Ability to comprehend complex plans, specifications and detailed reports
- Participate in the planning and direction of construction projects to assure compliance with code and safety requirements associated with commercial and industrial properties. Implement a preventative maintenance plan and monitoring system for buildings and mechanical operations
- Provide routine tests and inspections to assure efficiency of operations and safe conditions, HVAC operations and other automation systems
- Purchase of materials and supplies in conformance with County purchasing policies, prepare purchase orders and related paperwork
- Attend and participate in meetings as required and establish effective working relationships with other departments

- Oversee and work with building and maintenance personnel, overseeing personnel related activities
- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work and cooperate with inmates (trustees) assigned to custodial and maintenance duties
- Possess thorough knowledge of methods, materials, tools and equipment used in the performance of repairs, maintenance and construction as well as the occupational hazards and precautions of the work
- Organized with the ability to plan and supervise the work of skilled, semi-skilled, or unskilled workers
- Ability to work various shifts and hours to accommodate needs or respond to emergencies

**ADA REQUIREMENTS:** Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis and 50 pounds on an occasional basis, dexterity in operating machines, tools, or office equipment. The position is exposed to extreme heat/cold, wet or humid conditions, fumes or noxious odors, heights, disease/pathogens, traffic, and animals/wildlife. The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and sense of smell.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent supplemented by at least two of the following (Commercial and/or Industrial building maintenance certifications preferred but not required)
- One year certification from accredited trade or technical school diploma in electricity, HVAC or related field
- Five years experience in Commercial or Industrial building maintenance
- EPA Refrigerant Certification
- Associate degree in mechanical, electrical, or construction management field

### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures

- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures as set forth.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_