



JOB DESCRIPTION

JOB TITLE:	Facilities Director	FLSA:	Exempt
DEPARTMENT:	Facilities	GRADE:	D1
REPORTS TO:	County Manager	DATE:	12/12/2017

SUMMARY OF JOB PURPOSE:

Responsible for administering all activities and staff, related to: the County's Facilities Department to include: development, design and maintenance of buildings, grounds, parks, open space and cemeteries.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress; inspects contract work for conformity with plans and specifications.
- Approves selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements long and short range goals, objectives, policies, procedures and work standards for the department(s); prepares and administers the department(s) budget.
- Plans and coordinates development and maintenance projects performed by County staff; provides technical assistance to staff and discusses job details with subordinate supervisors and staff.
- Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation.
- Writes and manages job proposals and bids for projects.
- Develops, writes, and manages contracts for services.
- Manages and inspects work of contractors and agencies.
- Authorizes purchase orders for acquisition of assets, material and supplies; approves payment and administers various contracts within budgetary appropriations.
- Directs the conduct of and conducts analytical studies; reviews and reports findings, alternatives and makes recommendations for work by contract when appropriate; directs the maintenance of accurate records and files.
- Responds to questions and complaints from the public; ensures satisfactory resolution; acts as liaison with other agencies and organizations involved with Lyon County; coordinates activities with those of other County departments.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



FACILITIES DIRECTOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in architecture engineering, project management, or a related field; AND five (5) years of facilities and grounds maintenance and construction experience at a management level; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of developing team motivating employees and managing in a team environment.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation; employee training and discipline.
- County, state, and federal laws, statutes, ordinances related to public works infrastructure construction and maintenance activities.
- Principles and practices of building and grounds, journey level maintenance and facilities management.
- Building codes (Federal, State and local).
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation; the management of employees through multiple levels of supervision.
- Principles and practices of accounting, budget development, and administration.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing effective work teams and motivating individuals to meet goals and objectives.
- Providing customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Microsoft Word, Microsoft Project, Excel, and PowerPoint
- Preparing clear and concise reports, correspondence and other written materials.

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FACILITIES DIRECTOR

Skill in: (continued)

- Reading and interpreting maps, plans diagrams, blueprints and specifications.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

Work is subject to performance under adverse environmental conditions and frequent travel.