

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Facilities Management Office
Classified, GRADE 12
FLSA exempt position

DIRECTOR OF FACILITIES

GENERAL STATEMENT OF DUTIES: Plans, directs, supervises, and inspects the work of custodians and administers the facilities management program for the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for overseeing that maintenance, security, and custodial work is completed for the County office buildings, so as to ensure the safety of employees and visitors. The work is performed under the general supervision of the County Administrator.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Direct and/or monitor work of all maintenance, security, and custodial staff;
Inspect buildings and grounds for maintenance and custodial needs;
Determine office needs, obtain bids, and submit for approval;
Prepare specifications for maintenance projects;
Advertise requests for proposals;
Ensure that all contractors comply with RFP specifications;
Troubleshoot, within capabilities, electric, plumbing, and HVAC systems;
Determine and recommend landscaping and gardening requirements;
Select and purchase effective cleaning agents and equipment at the lowest possible price;

Inspect all completed work safely and as directed;
Interpret building blueprints;
Maintain an adequate inventory of custodial, building maintenance, and employee safety supplies and equipment;
Monitor expenditures in approved budget;
Assist in preparation of annual budget for division;
Project and submit for consideration a five-year capital improvement program for maintenance needs of the buildings and associated grounds and equipment;
Issue building keys as authorized and maintain a current file of keys issued.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of modern building and grounds maintenance practices; thorough knowledge of modern building operations and maintenance materials and equipment; demonstrated ability to plan and supervise work of others; ability to supervise a large staff spanning two shifts; knowledge of office and purchasing procedures; ability to establish and maintain effective working relationship with staff, coworkers, supervisors, elected and appointed officials, and the public; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school coursework or G.E.D., preferably with some college courses in management, with extensive experience in building and grounds maintenance activities and related fields with three or more years supervisory experience; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid driver license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15

Rev. 07/01/18