

Title: Director of Facilities (Facilities Director)
Department: Administration
Division/Office: Facilities Management Office



Grade 2121; FLSA Exempt position; Category: Classified; Job Code: ADFD; Rev.:07/01/2021

General Description

The purpose of this position is to direct the maintenance, security, and custodial work for the County office buildings, so as to ensure the safety of employees and visitors.

The Director of Facilities is hired by, reports to, and is evaluated by the County Administrator

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Inspects buildings and grounds for maintenance and custodial needs.
- Determines office needs, obtain bids, and submit for approval.
- Prepares specifications for maintenance projects.
- Advertises requests for proposals.
- Ensures that all contractors comply with RFP specifications.
- Troubleshoots, within capabilities, electric, plumbing, and HVAC systems.
- Determines and recommends landscaping and gardening requirements.
- Selects and purchase effective cleaning agents and equipment at the lowest possible price.
- Interprets building blueprints.
- Maintains an adequate inventory of custodial, building maintenance, and employee safety supplies and equipment.
- Monitors expenditures in approved budget.
- Assists in preparation of annual budget for division.
- Projects and submits, for consideration, a five-year capital improvement program for maintenance needs of the buildings and associated grounds and equipment.
- Issues building keys as authorized and maintain a current file of keys issued.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college supplemented by four (4) years of experience in a diversity of functions including, custodial, electric, plumbing, HVAC, general maintenance, and construction, having two (2) years progressive experience in a supervisory capacity or any equivalent combination of education and experience.

Additional Requirements:

Comprehensive knowledge of modern building and grounds maintenance practices; thorough knowledge of modern building operations and maintenance materials and equipment;

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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.

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.

Americans with Disabilities Act 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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 arm's 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement