



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Facilities Maintenance and Custodial Services	<b>NEW:</b> X	<b>REVISED:</b> _____
<small>(Please check one)</small>		
<b>REPORTS TO:</b> Commission	<b>FLSA:</b> Exempt	<b>DATE:</b> 09/2018
<b>DEPARTMENT:</b> Facilities & Grounds Maintenance	<b>JOB CODE:</b> 101	

**SUMMARY:**

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provides and maintains the facilities, grounds, equipment, and furnishings of Boone County Government, in an efficient and economical manner, so that employees and the community are provided a clean, safe, attractive, and healthy place in which to work and do county business.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Plans, develops, organizes, manages, and administers maintenance and operation of Boone County buildings and grounds. Supervises technical and housekeeping staff engaged in maintaining, repairing, and housekeeping of the County Buildings. In coordination with the Purchasing Department and the County Counsel’s Office, plans, develops, organizes, manages, and administers contracts and agreements for county building services. Ensures compliance with federal, state, and local laws, statutes, and ordinances. Responds to service requests during and after normal office hours.

Develops preventative maintenance programs for county properties. Plans and identifies material and equipment needs for maintenance and building projects; procures materials; schedules work in a manner to be least disruptive to the county staff and the public; inspects work to ensure compliance with building codes and safety regulations.

Develops and recommends the Facilities & Grounds Maintenance budget, and then administers the approved budget, completing all required documentation. Develops long term planning budgets for capital repair and replacement projects that ensure that the County has set aside adequate funds to repair, maintain, and replace County property.

Maintains an inventory control system and purchases supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.

Conducts regular inspections of all county facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommends to the County Commission any improvements needed.

Approves the specifications and recommends contractors to perform maintenance and repair services, using established county procedures. Supervises and inspects the work performed and recommends payment upon satisfactory completion of the work.

Provides advice regarding county facilities, recommends policies and regulations dealing with county facilities, and coordinates facilities and custodial work with other county departments. Develops and oversees a maintenance and housekeeping schedule for county facilities, which informs and provides notice to county offices and departments.

Communicates regularly with the County Commission and appropriate staff about the needs and regulations and procedures for the effective operation of county buildings and the maintenance and custodial programs of the county so that cooperative working relationships with building staff are encouraged and maintained. Maintains effective communications with elected officials, staff, and the public to elicit support and to seek perceptions and ideas for the improvement of county facilities. Attends required meetings and serves, as appropriate on county committees.

Oversees the repair of hot water boilers, liquid chiller units, compressors, power generators, and kitchen equipment; repairs temperature control systems and air balance; oversees installation and replacement of electrical outlets, light fixtures, switches, wiring and receptacles, wiring electrical and electronic components of machinery and equipment.

Manages repair and maintenance of plumbing and HVAC systems, pipes, valves, toilet sinks, water heaters and water softeners; visually inspects and tests machinery and equipment; listens for unusual sounds from machines or equipment to detect malfunction; repairs and maintains physical structure of establishment.

Supervises the removal of snow and ice so that safe conditions exist and county buildings can be opened in a timely manner.

Hires and trains staff and evaluates performance. Develops and supervises work and vacation schedules for all custodial and maintenance personnel.

Establishes and implements a program of safety, accident prevention, and health maintenance for all department employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, and prevention of accidents and injuries. Works cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the county's facilities and grounds. Provides a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.

Analyzes all accidents and regularly searches for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of HVAC equipment and operations and of tools used in repair of equipment.
2. Considerable knowledge of equipment, facilities, materials, methods and procedures used maintenance, construction and repair activities.
3. Considerable knowledge of applicable Boone County Policies and Procedures.
4. Considerable knowledge of OSHA regulations and of safety procedures related to maintenance activities and tools.
5. Skill in planning work projects and scheduling materials and support.
6. Skill in communicating with managers and employees to diagnose problems, coordinate work and respond to department needs.
7. Skill in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals.
8. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
9. Skill in the operation of standard hand and power tools, and meters.
10. Skill in reading and interpreting sketches, diagrams and blueprints.

**PHYSICAL DEMANDS:**

A significant portion of the work is performed in a professional office setting. In addition, the position requires the performance of repair and inspection work in a variety of county locations. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet, Operate hand and power tools; and performing work in unusual and sometimes difficult positions such as climbing ladders, scaffolding, high lifts, crawl spaces, above ceilings, etc.

**WORK ENVIRONMENT:**

Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**PREFERRED QUALIFICATIONS:**

Bachelor's degree in business or mechanical engineering, or equivalent experience, with additional advanced training and/or college courses in inspection, heating, venting, and air conditioning (HVAC), plumbing, electrical, and carpentry. Five years or more of

increasingly responsible building maintenance and management experience including electrical, plumbing, HVAC, carpentry, painting and contract administration of which at least three years are in a lead or supervisory capacity; experience with fans, pumps, equipment, and controls associated with HVAC systems, fire sprinklers, refrigeration systems, and security door control systems.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*