



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

FACILITIES DIRECTOR
DAWSON COUNTY FACILITIES
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

The purpose of this classification is to perform complex administrative and supervisory work responsible for directing the daily operations and long-range planning of the Facilities Department. This position is typically responsible for managing, supervising and overseeing maintenance and repair work on all County buildings, equipment, and fixtures. The duties of the position include managing third-party vendors and contractors related to facility maintenance.

ESSENTIAL DUTIES

- Plans, schedules, and directs the maintenance and repair of county buildings by performing or overseeing the completion of plumbing, electrical, painting, heating, ventilation, air conditioning, power stations, utilities, and carpentry work; prioritizes work assignments.
- Coordinates the contracting process: writes specifications, selects contractors, and monitors contractor performance.
- Coordinates, manages, and oversees remodeling, renovation, and additional, special County projects.
- Develops and administers departmental budget; prepares budget proposals and oversee the department's purchasing activities; performs financial responsibilities such as coordinating the preparation of capital improvement and operating budgets for the Facilities Department.
- Oversees an inventory of maintenance supplies, equipment and materials.
- Approves/generates cost and material estimates; oversees maintenance of records and reports pertaining to operations, maintenance, and projects.
- Meets with county manager and personnel from other county departments to develop work projects, prepares cost estimates.
- Performs a variety of maintenance and repair work as needed.
- Tours and inspects facilities to locate maintenance problems.
- Plans for future maintenance needs.
- Prepares supply requisitions.
- Develops material lists for projects, requisitions needed supplies, and approves all purchase orders.
- Maintains records of all repairs performed and equipment used.
- Reviews and approves invoices for payment.
- Develops and manages departmental goals and objectives.

- Exercise a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all Facilities employees.
- Serves as technical expert in the area of facilities maintenance, providing supportive data.
- Project Management oversight on capital projects/special projects.
- Attends commission meetings as needed and advises the Board on Facilities matters.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Knowledge of the standard practices, methods, materials, and tools of general building maintenance.
- Knowledge of plumbing, electrical, painting, heating, ventilation, air conditioning, carpentry, and masonry maintenance and repair.
- Knowledge of county policies and procedures, including purchasing procedures.
- Knowledge of master facility planning and preventative scheduling.
- Knowledge of energy efficiency management.

SKILLED IN:

- Inventory management and procurement.
- Time management and scheduling.
- Management and supervision.
- The use of a variety of power, hand and bench tools, meters and gauges.
- Drafting and reading blueprints and schematic drawings.
- Estimating the cost of repair work and preparing bid specifications.
- Maintaining records.
- The use of a computer and related computer programs.

ABILITY TO:

- Read, write, and perform mathematical calculation at a level commonly associated with the completion of high school equivalent.
- Ability to select, develop, organize, motivate and effectively utilize staff.
- Ability to plan, direct and manage a number of diverse but related activities.
- Ability to establish and maintain effective working relationships with employees, contractors, utility companies, City and County officials and the general public.
- Ability to communicate clearly and effectively, both orally and in writing.

CONTACTS

- Contacts are typically with co-workers, other county employees, utility company representatives, contractors, suppliers, community service workers, inmates and federal, state, and local safety and fire inspectors.
- Contacts are typically to give or exchange information, resolve problems, provide services, and negotiate or settle matters.

ADA MINIMUM REQUIREMENTS

- **Scope of Performance:** The purpose of this position is to ensure professional department/project management of maintenance and remodeling of county buildings in a functional, safe and attractive condition. Successful performance helps ensure a safe, comfortable environment for county employees and the general public.
- **Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must lift light and heavy objects, up to 10 pounds regularly and up to 50 pounds occasionally, climb ladders, use tools requiring a high degree of dexterity, and distinguish between shades of color.
- **Environmental Factors:** The work is typically performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, and inclement weather. Some work may require the use of protective devices such as mask, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The County Manager assigns work in terms of general instructions that require the use of judgment. The position is responsible for the administration of all departmental functions including the supervision of staff members. The work consists of varied supervisory and technical duties in the supervision and performance of building and grounds maintenance and repair activities. The number of buildings to be maintained contributes to the complexity of the work.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Bachelor's degree in Construction Management, Building Trades, or related field; or Trade/ Technical School education in a related field and;
- Five or more years of progressive work experience in maintenance with three or more years of supervisory experience.
- Any equivalent combination of education and experience that provides sufficient abilities to perform a majority of the essential functions of the position will be reviewed.
- Ability to effectively communicate ideas and information in written and oral format to administrative staff, professional colleagues, governing boards
- Experience in operational and strategic planning as well as budget development.
- Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____