

DIRECTOR OF FACILITY SERVICES

DEFINITION

Under administrative direction, plan, organize, direct and manage the County's building and grounds maintenance functions for County facilities and Airports; plan, organize and direct the activities of facility services; to provide professional and technical staff assistance as it pertains to facilities planning; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position with responsibility for policy development; capital improvement programs planning, oversees and directs the functions and activities of the Plumas County Facility Services department; Airports maintenance and management of three (3) General Aviation Airports including logistic and fuel support for USFS Air Attack Base and Rogers Field Airport. This position has the responsibility for directing, coordinating, training and supervising the work of department staff from ground maintenance and snow removal to advanced building controls, mechanical equipment maintenance, installation, new construction and asset management. The Director is responsible for preparing and administering the department's budget and is responsible for the upkeep and maintenance for 25 or more County facilities located throughout Plumas County.

REPORTS TO

Board of Supervisors through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Building & Grounds Maintenance Supervisor I/II, Department Fiscal Officer, Building & Grounds Maintenance Technician, Building & Grounds Maintenance Worker I/II and Airport Managers.

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EXAMPLES OF DUTIES

- Responsible for three (3) General Aviation Airports maintenance and management, inspects and determines necessary work for optimal maintenance.
- Manages the County Airports including lease management and fuel delivery systems, including ordering and quality control of aviation fuel and fuel inventory.
- Responsible for maintenance and repairs, including painting and roof repairs of County facilities comprised of Courthouse and Annex offices, libraries, correctional facility, Sheriff's Office, three (3) County parks, parking lots, sidewalks, four ball fields, one campground, four (4) memorial/town halls, and determines work needed to maintain facilities.
- Formulates systematic programs for preventive maintenance.
- Determines the need for contract projects following County policies and procedures for Request for Proposal (RFP) and contracts negotiations.
- Determines equipment and materials needed for Facility Service operations.
- Develops and maintains department inventories of equipment and supplies.
- May organize and assists with moves and relocations of County offices.
- Ensures that work completed by assigned staff conforms to established work standards.
- Hires, supervises, evaluate employee performance in accordance with County Personnel Rules, EEO, and State and federal labor laws.
- Identifies and coordinates appropriate training for department staff according to Personnel policies and other applicable labor laws.
- Prepares and administers department budget cost allocations following audit and accounting principles.
- Confers with department heads and elected officials for facilities planning and operational problems.

TYPICAL PHYSICAL REQUIREMENTS

Lift and move objects up to 25 pounds; climb ladders and stairs; sit for extended periods; frequently walk, stand, crouch, stoop, kneel or bend; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in office and out door environments; some exposure to controlled and hazardous substances, Aviation fuel, pesticides, herbicides, and chemicals; some exposure to dust;

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work is performed in varying temperatures and humidity; continuous contact with staff and public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of capital project planning and development, and real property acquisition and development.
- Principles and practices of project management, capital finance, contract administration and negotiation, following County policies.
- Applicable provisions of building, electrical and plumbing codes.
- Principles and practices of policy development and implementation.
- Working knowledge of local, State, and federal laws, rules, and regulations.
- Safe work practices.
- Methods of supervision, training, and personnel management.
- Budgeting procedures and techniques.
- Federal and State Safety Regulations (CAL-OSHA).
- Design and principles of Energy Management.
- Aviation refueling systems and hazardous materials handling.
- Principles of project planning, management, coordination and direction.
- Landscaping, plant propagation, plant and soil maintenance.
- Heating and ventilation systems, air conditioning, and boilers.
- Principles and practices of business correspondence, report writing, organizational analysis, and management.
- Americans with Disabilities Act (ADA) and ensure County facilities comply

Ability to:

- Plan, organize, direct and coordinate the function of the full services Facility Services Department and the Airport facilities.
- Provide supervision, training and evaluations for assigned staff.
- Prepare department budgets, analyze budget and technical reports.
- Prepare clear and concise written reports.
- Read and interpret plans, specifications, blueprints, and drawings.
- Assist with design and layout of contracts maintenance and repair work.
- Recognize and locate conditions which require maintenance and repair work.
- Prepare estimates of materials and labor for maintenance projects.
- Effectively represent the Facility Services department and the Airports in contact with the public, contractors, Government agencies and other county departments.
- Coordinate and monitor Capital Improvement Projects for the Airport Facilities.

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- Establish and maintain cooperative working relationship.
- Operate all facility services equipment, ensure employees are competent and use safe operating procedures at all times.

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Training and Experience:

Experience: Six (6) years of increasing responsible experience in infrastructure or facilities design and construction, including three (3) years of management responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, environmental studies, humanities, civil or sanitary engineering, landscape architecture, architecture, construction management, real estate or a related field. Additional training in management is highly desirable.

Substitution: Relevant work experience may be substituted for the education at a rate of two (2) years of experience for each year of education requirement.

Special Requirements:

Possession of a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.