



## **MORGAN COUNTY JOB DESCRIPTION**

**POSITION: FACILITIES DIRECTOR**  
**JOB STATUS: FULL TIME WITH BENEFITS**  
**HOURS: WEEKDAYS, OCCASIONAL EVENINGS, WEEKENDS**  
**SALARY: SALARY TO COMMENSURATE WITH EXPERIENCE**

### **JOB OVERVIEW:**

- The Facilities Director (FD) manages the County's buildings and property assets, ensuring reasonable compliance with all applicable codes, ordinances and industry best practices.
- The FD provides strategic input to the Morgan County Commission on how best to use the County's building and property assets to meet the needs of the County Government.
- The FD manages facilities and custodial staffs
- The FD manages the Facilities function in the most cost efficient manner possible.
- The FD ensures the County receives the best value for any investments in makes in its physical and building assets.
- The FD ensures that County staff have a safe, secure and healthy physical environment in which to work. Responsible for departmental budget
- The FD will report to the Morgan County Administrator, and ultimately to the Morgan County Commission.

### **JOB RESPONSIBILITIES:**

- The FD is responsible for the maintenance and daily operations of all County properties, buildings, and space leased by the County to house staff and assets, including the heating, cooling, plumbing, storm water, electric power, fire alarm and fire suppression (sprinkler) and phone systems.
- The FD is responsible for managing construction and other types of projects that impact County buildings, properties and work spaces.
- The FD is responsible for developing specifications, RFPs and other solicitation vehicles used to engage external parties for County construction projects.
- The FD is responsible for reviewing bids/proposals, recommending awardees, negotiating with, overseeing and ensuring all deliverables are done per specifications by relevant vendors and subcontractors.
- The FD is responsible for reviewing, assessing and recommending action on any and all change orders on County construction, building systems and redesign projects.
- The FD is responsible for the recruitment, training, task assignment, quality control, disciplining, and compensation of all Facilities staff.
- The FD is responsible for developing/monitoring the budget for the Facilities Department.

- The FD is responsible for monitoring all relevant project budgets.
- The FD, as needed and appropriate, will support the Morgan County Commission in the implementation and administration of any relevant ordinances.
- The FD, as needed and appropriate, will support as directed; and coordinate with the OES, DEP, and local first responders to respond to environmental emergencies.

#### **JOB TASKS:**

- Supervision and oversight of the county maintenance and custodial staff, including:
  - Set work priorities
  - Direct staff and the maintenance supervisor
  - Provide technical assistance to staff when necessary to solve problems
  - Roll up sleeves and pitch in when needed.
- Parts and materials ordering for maintenance
- Interface with vendors and contractors for all county buildings and systems
- Interface with all county departments/elected officials and the general public
- Media interviews and responses as needed.
- Courthouse geothermal pump
  - Analysis and engineering design to correct deficiencies in systems design and observation
  - Write technical reports on findings and recommendations to repair
  - Interface with contractors, design architect and engineers and vendor to make necessary changes for the system to work.
- Courthouse HVAC and building automation system
  - Provide engineering design to correct HVAC operational problems.
  - Rewrite operational sequences and coordinate with BAS vendor for programming changes
- Project management
  - Contract and construction administration for multiple sub-projects/contractors within projects
  - Work with tenants to coordinate project work
  - Space planning
  - Supervision/planning of the work of our maintenance staff for their part in renovations.
  - Overall coordination all projects on behalf of the county. Ensure the county's interest are preserved.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- High school diploma required; associates degree/certification in facilities management, systems management or other relevant area highly desirable.
- Technical degree in electrical or HVAC preferred – at the very least must possess a functional level of electrical and HVAC
- Experience with building automation systems (Honeywell experience preferred)
- Demonstrated communications (written, verbal) and interpersonal skills

- Supervisory experience
- Ability to speak effectively in public meetings
- Excellent planning and organizational skills
- Functional in Word and Excel
- Project management experience (technical projects)
- Ability to interact with design professionals (architect/engineers)
- Analytical and technical skills – ability to troubleshoot and solve problems
- IT skills (at least at a rudimentary level)

**PHYSICAL REQUIREMENTS:**

- This is non-sedentary work requiring the exertion of up to 50 pounds of force as needed.
- 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.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment.
- The worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. May be required to work evenings/weekends on an as needed.
3. Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.
4. Must pass a drug screening and background check.

**MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

07/26/2022