

**Walla Walla County
Position Description**

JOB TITLE: Facilities Maintenance Manager

DEPARTMENT: Facilities

REPORTS TO: Board of County Commissioners

PAY GRADE: DOE; DOQ; Employment Agreement; FSLA Exempt

JOB SUMMARY: Responsible for the county facilities that includes facilitating, supervising, and directing the activities for building and grounds maintenance, assigned capital improvements, relocation of offices, remodeling or renovation, utilities and custodial services at various county sites. Work requires contact with county officials, contractors, and equipment and supply vendors. Position requires “hands-on” involvement individually and/or with subordinates. A county cell phone is provided for 24/7 maintenance issues. As Facilities is a small department the Manager is a working Manager and there may be times when the Manager will be filling in for the cleaning and/or maintenance staff.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over all functions and staff of the Facilities Department.

ESSENTIAL FUNCTIONS:

- Supervises and evaluates the work of building maintenance workers and building maintenance specialist in the care, maintenance and repair of assigned county buildings and grounds.
- Ensure that county buildings and facilities adhere to, and meet, safety and fire regulations.
- Coordinates with departments to identify space requirements, evaluate alternatives, and meet facility needs.
- Estimates costs of building modifications and related activities and prepares project specifications.
- Reviews construction, remodeling and repair projects while in progress and coordinates activities with utilities and other involved public or private organizations.
- Identifies and purchases equipment and supplies used in the care and maintenance of offices, buildings, and grounds.
- Prepares, presents, and administers the annual department budget.
- Develops short and long-range plans for facilities and grounds.
- Carries a county cell phone at all times due to the nature of the position.
- Administers public works, professional services and purchasing contracts.

EXAMPLES OF DUTIES:

- Directs department operations to achieve goals with budgeted funds.
- Performs quarterly counseling/evaluations with staff.
- Plans and organizes workloads and staff assignments, including selection, supervision and evaluation of staff.
- Establishes work rules and performance standards.
- Reviews progress directs changes in priorities and schedules as needed for workflow.
- Supervises development and maintenance of effective energy management systems for utilities.

- Supervises proper disposal of hazardous wastes, destruction of sensitive documents, and assists in destruction of narcotics and drug paraphernalia as requested.
- Coordinates and conducts inspections of facilities and grounds to assure custodial, security, and maintenance standards are maintained.
- Supervises contracted services.
- Performs other duties as required.

EQUIPMENT TO BE USED:

- Computers, printers, fax machines, office and cell phones and other related office equipment.
- Brooms, mops, power buffer, power sweeper, vacuum cleaners, lawn mowers, power blowers, edgers, clippers, ladders, shovels, picks, rakes, hoses, snow removal equipment, other similar tools and/or equipment.
- County assigned motor vehicles.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work will be performed both indoors and outdoors in a variety of weather conditions. Requires ability to climb ladders, lift up to 50 pounds, bend, reach, crawl, walk, and stand for extended periods. Hearing and speaking required for verbal communication. May be required to wear safety equipment, e.g. gloves, glasses, shoes, or other personal protection as needed for environment or cleaning elements. Physical strength to withstand strain of performing repetitive manual tasks for extended periods.

KNOWLEDGE AND ABILITIES:

- Knowledge of principles, practices, materials, and methods used in construction, operation, and maintenance and repair of buildings.
- Knowledge and ability in common trade skills such as carpentry, plumbing, electrical, and mechanical.
- Knowledge and ability in application and interpretation of federal, state and local rules, regulations, codes, and ordinances.
- Knowledge of purchasing methods and sources for equipment, cleaning products, building materials, and other related items.
- Knowledge of public works contracting requirements.
- Knowledge of public purchasing contracting requirements.
- Knowledge of cleaning methods and procedures.
- Ability to evaluate sources of supplies, markets, and pricing for best purchasing decisions.
- Ability in proper use, care and maintenance of cleaning and grounds maintenance equipment.
- Ability to establish and maintain effective working relationships with elected officials/department heads, vendors, contractors, employees, public and private local officials, and citizens.

EDUCATION AND EXPERIENCE: Bachelor's Degree in Business or Public Administration, Construction Management or a closely related field AND five (5) years' experience managing facilities maintenance operations. Five years of full supervision of personnel required. OR a combination of education, training and experience that would ensure the effective execution of the duties of the job. Experience supervising staff that is represented by a union is highly desirable. Historical preservation experience desirable.

LICENSES AND OTHER REQUIREMENTS: Required to have and maintain a valid driver's license and driving record acceptable to the county insurance carrier. Must successfully pass a driving record check. Employee may be required to complete a drug test prior to being hired for this position. Must successfully pass a comprehensive, in-depth background investigation that shows no criminal activity that could directly affect the ability to perform the job or impair eligibility to work within secure facilities. Must have or obtain First Aid and CPR cards. Maintaining confidentiality is required.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.