

Position: <b>Director</b>	FLSA: <b>Exempt</b>
Department: <b>Buildings &amp; Grounds</b>	Salary Grade: <b>Grade 31</b> <b>Grade 32 with Certified Facilities Manager</b>
Classification: <b>Non-Represented</b>	Status: <b>Full Time</b>

### Summary

The Buildings & Grounds (B&G) Director manages the B & G program for Jefferson County under the direction of the County Board of Commissioners and the County Administrative Officer. The Director plans, organizes and supervises the operations of the maintenance staff, and the Fair Coordinator. The B&G Department is responsible for property management of all County owned properties, buildings, and land which include duties such as managing the repair, upkeep/maintenance, construction/renovation/ADA compliance aspects of the county facilities including, but not limited to, nine buildings, 150-bed adult correctional facility, Juniper Hills Park, 65-space RV park, the operation of County cemeteries, and the Fairgrounds buildings and land including the administration/upkeep of the fishing pond. This position requires budgeting, long-term planning, for the County and for the Departmental goals.

### Distinguishing Characteristics

This position manages a staff of up to 10 personnel, including Fair Coordinator, maintenance techs, custodians, temporary seasonal employees, and clerical staff. The Director schedules employees, directs labor, trains, or retrains if necessary, observes, evaluates, and provides annual reviews of staff performance. The Director is responsible for the performance and discipline of staff including the consistent administration of County policies. The B&G Director will act in a collaborative manner with team members and other County personnel. The Director of B&G is responsible for forecasting, planning, and managing a departmental budget. The Director is responsible for upholding County standards and objectives; and will inspect and review ongoing and completed work for compliance.

### Essential Duties and Responsibilities

- Oversees the operation of all preventative and necessary maintenance and repairs of County buildings, equipment, and grounds.
- Acts as the Fair Manager in relation to coordination and collaboration with the Fair Board and County staff.
- Directs, manages, and holds accountable all department staff including performance reviews, upholding County policy, discipline, timekeeping, appropriate referrals to HR, timely appropriate responses to staff needs, and all aspects of departmental employee management
- Create a system to generate, manage, and track job assignments and completions.
- Participates in emergency departmental related duties as needed.
- Develops long-term building plans/goals for the County.
- Prepares and monitors the Building and Grounds annual budgets for submission to the County Commissioners.

- Ensures department stays within budget authority. Manages bidding process, ensures adherence to County policies and procedures to meet public procurement requirements.
- Prepares and analyzes long-term budget planning as needed for the Building and Grounds Department and closely monitors changes in potential funding at federal, state, and local levels.
- Develops and maintains documentation for Federal and State Grant programs.
- Manages new construction, remodels, and various construction in process projects.
- Manage water rights and irrigation water allocation to County property (including land rented to others).
- Manages County cemeteries.
- Manages all County owned land and buildings including seized homes/farms and assumes all “property management” type duties for such properties which includes leasing, maintenance, repairs, keeping County owned property free of noxious weeds, and more.
- Manages custodial contracts and temporary seasonal employees.
- Manages snow/ice removal, building safety regarding access and use during inclement weather conditions.
- Proactive member of the ADA Committee and the Safety Committee for the County
- Acts as a thoughtful leader in safety and knowledgeable of OSHA regulations
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

Knowledge of a variety of mechanical, electrical, HVAC and other building systems. Ability to communicate effectively both in orally and in writing. Knowledge of ADA and OSHA regulations. Considerable knowledge of Building and Ground functions; including construction/maintenance, employee collective bargaining, grant writing, fiscal management, construction practices and other skills common to Building and Grounds. Knowledge of Federal, State, and local laws, regulations, and codes applicable to assigned areas of responsibility. Requires well-developed knowledge of the principles of supervision, organization, and administration, including but not limited to personnel and performance management. Requires knowledge of project cost estimating and accounting, scheduling, and sequencing of work project steps. Requires sufficient math skills to perform statistical analysis and prepare and manage budgets. Requires sufficient computer skills to perform data analysis/entry of various database, spreadsheet, and word processing. Requires well-developed human relation skills to make formal presentations to large audiences, resolve conflict, conduct negotiations, and persuade others.

#### **Abilities**

Ability to read blueprints; ability to give clear and detailed instructions; ability to maintain cooperative relations with department officials, employees, and the public. Ability to prepare, written or type written documents, research, develop, and administer plans based on analysis of data; to effectively collaborate with County officials, architects, engineers, contractors, and end users to develop a project from conception through completion; make effective presentations of technical and complex information; plan and establish facilities management goals and objectives; develop, implement and evaluate a variety of facilities management policies, service programs and systems; respond to and

reconcile competing interests of service providers and contractors as they affect the planning and operation of programs; analyze facilities management trends and developments; establish and maintain effective working relationships with vendors, contractors, consultants, County employees, and the general public; supervise, organize, train, and evaluate assigned personnel; plan and direct the work of staff and incorporate team decision making to improve quality, productivity and effectiveness; ensure program compliance with applicable codes and regulations and laws; develop specifications, manage public procurement contracting processes, and grant requirements; schedule and evaluate service work performed, and resolve disputes; monitor and control budget expenditures; communicate effectively, both orally and in writing; read and understand building plans and specifications; plan, develop, and implement applicable policies and procedures; and maintain accurate records and systems and write concise reports and recommendations.

### **Physical Abilities**

This position requires: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.

### **Education and Experience**

High School Diploma or equivalent. Bachelor's degree (preferred) in administration, business, construction management, facilities management, or related field and five years of progressively responsible experience related to area assigned, including supervisory experience, or any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

### **Licenses and Certificates**

A valid Oregon driver's license and an acceptable driving record. Must pass a criminal background check and pre-employment physical. Certifications in building maintenance, planning, or site use desired. If employee has and maintains a Certified Facility Manager (CFM) credential from the International Facility Management Association (<https://www.fm.training/credentials/cfm>) the Salary Grade shall be 32. The County at its sole discretion may determine an equivalent certification program to meet this requirement.

### **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials.

### **Residency Requirement**

Required to become a county resident within 12 months of employment and maintain residency as a condition of employment.

**Probationary Requirement**

This position is based on the successful completion of a twelve-month probationary period.

Modified on: July 8, 2020

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Employee Signature

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Date Signed

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Supervisor Signature

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Date Signed