



Title: Facilities Director

FLSA Status: Exempt

Department: Facilities Maintenance

Updated: 11/2022

General Definition of Work

Performs difficult work directing and supervising the Department of Facilities and Maintenance, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator.

Supervision is exercised over all department personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Manages, supervises, and directs departmental activities and employees; hires, assigns and directs work, supports, and evaluates department employees.
- Manages County facilities to ensure a safe, clean, comfortable environment for staff, tenants, and customers; manages work orders; sets priorities and staff assignments; inspects and approves completed work.
- Schedules and coordinates building fire safety testing and emergency systems testing; ensures inspections and repair of fire alarms, sprinkler systems, and extinguishers; ensures maintenance of electrical generators, jail access control, and other systems and equipment.
- Schedules and ensures completion of preventive maintenance programs; conducts regular building maintenance and custodial inspections; ensures all required annual permits for elevators, boilers, and other systems and equipment are maintained.
- Oversees facility related emergencies, ensuring back-up is available in or to take corrective action.
- Implements preventative maintenance programs for utility systems equipment and building maintenance.
- Oversees the transportation pool including purchase, maintenance and scheduling and related records management.
- Provides guidance to administration in the development of short and long-term physical plan improvements/alterations. Maintains records with regards to regular inspection of equipment and general preventative maintenance.
- Responsible for Safety compliance in coordination with the Safety Committee.
- Negotiates pricing and contracts for work projects, supplies and other parts/labor.
- Responsible for Facilities Budget and coordination of the Facilities Committee.
- Responsible for overseeing contract work, including but not limited to renovation and restoration projects.



Knowledge, Skills and Abilities

Thorough knowledge and experience in facility maintenance operations, including heating and cooling systems, electrical systems, building and grounds maintenance and equipment repair. Ability to understand various federal, state and local codes and regulations involving construction, installation, fire, safety, sanitation and security. Ability to operate computer equipment including ability to operate specialized software; ability to compute rates, ratios and percentages; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, elected officials and the general public.

Minimum Qualifications

Associate or Technical degree and extensive experience, or a combination of equivalent education and experience.

Special Qualifications

Valid driver's license in the State of Minnesota.
Boiler License Class Special

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Frequent
Up to 50	Occasional
Up to 100	Occasional
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Moderate

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.