

Mathews County, Virginia

Position Description

Job title	Facilities Manager
Reports to	County Administrator
Department	Administration
PG 20	\$47,308 - \$64,004

Job purpose

This position is responsible for the supervising and participating in the maintenance of County buildings and facilities.

Performs a variety of routine and complex technical and professional work in long-range planning and implementation of capital improvement projects as well as preventative maintenance.

Duties and responsibilities

- Trains, assigns, directs, schedules, supervises, evaluates, and disciplines direct reports.
- Responds to afterhours and emergency calls and alarms.
- Supervises and participates in repair and maintenance of county owned facilities.
- Ensures safety regulations are followed and direct reports are provided safety training opportunities.
- Develops and Revises Standard Operating Proceeds for Facility Maintenance Safety.
- Supervises and participates in the installation, repair and maintenance of plumbing, electrical, HVAC, and other building components and systems.
- Manages and controls capital maintenance projects including inspecting contractors for compliance with specifications and County policies. Monitors capital project budgets to avoid cost overruns.
- Uses work order system (iWorks) to update and delegate work orders and coordinate a facilities preventative maintenance program.
- Coordinates with Information Technology Department for maintenance and emergency repairs on tower sites.
- Monitors and responds to security and fire alarms; responds to after-hours emergencies.
- Operates a variety of tools, equipment, and vehicles.
- Performs related duties.

Desired Qualifications

- High school education
- Knowledge of the practices, processes, materials, and equipment used in the maintenance, repair construction and improvement of public buildings.

- Knowledge of plumbing, electrical, mechanical and HVAC system installation, maintenance, and repair.
- Knowledge of county and department policies and procedures.
- Knowledge of budget management principles.
- Knowledge of project management principles.
- Knowledge of OSHA regulations and safe work principles.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skills in supervising personnel
- Skills interpreting plans, maps, and specifications.
- Skills in operation of mechanical and electronic equipment.
- Self-supervising and excellent time management.
- Skill in operating computers and job-related software programs.
- Skill in reading, understanding, and interpreting plans, blueprints, schematics, and construction drawings.
- Skill in oral and written communication.
- General knowledge of civics, municipal government, and government administration
- General knowledge of PC-based computer software including Microsoft Windows, Word, Excel, Outlook and internet use
- Able to maintain a good working relationship with office co-workers, appointed members of local boards, and elected officials
- Courteous and professional
- Know general office procedures: filing, scanning, copying
- Organized, detail and deadline oriented
- Trustworthy and discreet with office information
- Ability to communicate effectively orally and in writing with agents, contractors, owners, supervisors, employees, and the general public.

Tools and Equipment Used

Personal computer, including word processing; motor vehicle; calculator; phone; copier and scanner; tape measure.

Hand tools typically used for construction purposes.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work requires intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.

- The work is performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Selection Guidelines

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received and have been given the opportunity to read this approved job description for my position with Mathews County. I understand the specific duties expected of me in my position with Mathews County, Virginia.


Employee Signature

4/6/23
Date