

**INGHAM COUNTY
JOB DESCRIPTION**

DIRECTOR OF FACILITIES

General Summary

Under general direction of the County Controller, plans, organizes, and directs the operation, maintenance and repair of County facilities and grounds. Provides overall direction and supervision of the Facilities Department. Supervises managerial employees such as Maintenance Supervisors. Recommends projects necessary to maintain and improve county buildings, and oversees contractors selected to carry out projects. Serves as Liaison to County Building Authority and Joint Building Authority.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Responsible for planning, organizing and directing the care, maintenance, and security of all County buildings and grounds, in accordance with county purchasing, budgetary, and other administrative policies. On-call twenty-four hours for problems related to buildings, equipment and security.
2. Works with county officials, and others to resolve problems associated with the care, maintenance, and security of all County buildings and grounds.
3. In accordance with county purchasing, budgetary, and other administrative policies. responsible for identifying and overseeing all contractual services related to county buildings and grounds (e.g. snow removal, leases for County property and office space, security, fire service, elevators, maintenance contracts, janitorial service, trash removal, etc.).
4. Develops and presents recommendations for the improvement of facilities and grounds, and oversees implementation of approved projects.
5. Works with the Controller's Office, Director of Purchasing, building authorities, and others in property acquisition, site development, obtaining architectural services, construction managers and/or general contractors, and monitoring major construction projects.
6. Responsible for assuring successful moving of all County offices, furnishings, files, etc., to new locations as necessary.

Director of Facilities

Page 2

7. Hires and directs Maintenance Supervisors; establishes work rules for departmental employees; oversees and, as department head, participates in personnel matters pertaining to departmental staff, including hiring, firing, and disciplinary action.
8. Attends various meetings of the County Board and its committees, building authorities and others to present recommendations relating to the care and maintenance of county buildings and facilities.
9. Develops and recommends capital improvement budget requests regarding buildings and grounds; evaluates related capital improvement requests made by others
10. Assures the collection and maintenance of county-wide MSDS (material safety data sheets) regarding hazardous chemicals in Ingham County government, and assuring adherence to labeling requirements of such chemicals. Responsible for County's compliance of underground fuel tank law.
11. Develops and implements policies and procedures pertaining to the facility operation.
12. Develops county-wide policies pertaining to fire, tornado and bomb threat procedures for approval by the Board of Commissioners; implements such policies upon approval.
13. Develops a recommended budget for the Facilities Department; monitors adopted budget and authorizes expenditures in conformance with county policies. Prepares for the Controller periodic reports on the activities of the department.

Other Functions:

14. None Listed.

Employment Qualifications:

Education/Experience: Bachelors Degree in Business Administration, facility management, or related field, and five years experience related to the management of facilities or comparable experience with the operation of heating, cooling and ventilation systems, electrical, plumbing and other aspects of facilities maintenance; OR

Two years beyond high school of advanced course work in mechanical systems, trades and construction and related maintenance areas, supplemented with course work in supervisory management skills, and considerable experience in facility operations and management as well as ten years experience related to the management of facilities or comparable experience with the operation of heating, cooling and ventilation systems, electrical, plumbing and other aspects of facilities maintenance.

Director of Facilities
Page 3

Other Requirements: The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

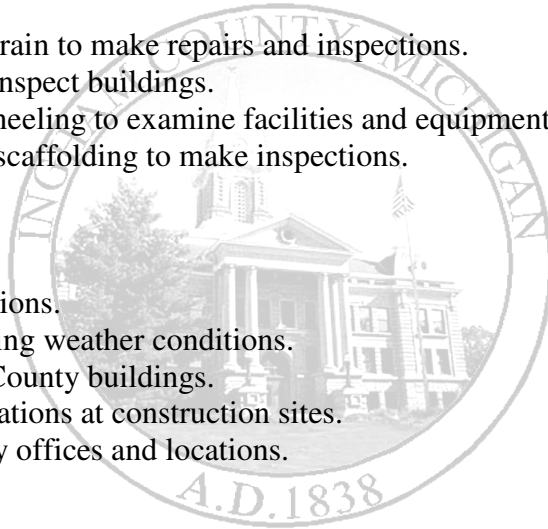
Possession of a valid Michigan Driver's License

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Walks over uneven terrain to make repairs and inspections.
Extensive walking to inspect buildings.
Squatting, stooping, kneeling to examine facilities and equipment.
Climbing ladders and scaffolding to make inspections.

Working Conditions:

Works in office conditions.
Works outside in varying weather conditions.
Works in all areas of County buildings.
Conducts job site visitations at construction sites.
Travels to other county offices and locations.



October, 2000