

# Facilities Director Tompkins County

**Department:** Facilities

**Classification:** Non-competitive

**Labor Grade:** Management Grade 88

**Approved:** Reclass retro to 01/01/02

**Revised:** 06/10; 10/16; Title change in 2017; 1/18

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York state registered four year college with a Bachelor's degree in engineering, architecture, or construction management **AND** ten years of full-time paid experience in engineering, construction management, facility management, maintenance, operations and/or construction plus five years of broadly based management or supervisory experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS:**

The candidate must possess a valid NYS Driver's License at the time of appointment and maintain a clean driving record for the duration of employment.

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a major administrative management position, which requires directing the operations of the Tompkins County Facilities Division. The Director will lead, promote, and support a comprehensive, customer sensitive department representing the County's maintenance, operations, capital planning, design, and construction functions. As a key steward of the County's facilities, the Director is responsible for management of capital facilities projects, coordination of all internal and external design, engineering, architectural, and technical services, and the in-house maintenance, repair, and cleaning operations. The work involves the supervision of varying numbers of technical and non-technical employees. This position is afforded a high level of autonomy and considerable latitude to exercise independent judgement and decision making in carrying out assignments. Work is performed in accordance with the general policies of the Board of Representatives, appointed Board Committees, and under the general direction of the County Administrator.

## **TYPICAL WORK ACTIVITIES:**

- Directs the operations of the Facilities Division;
- Directs the implementation of the Capital Program as related to the construction, alteration, demolition, and repair of all buildings, and other related County facilities;
- Directs the design, construction, alteration, demolition, maintenance, repair, operation, and custodial care of all buildings, parking structures, drives, and related facilities in the County;
- Directs design and construction for renovations, additions, and capital improvements;
- Contracts for engineering, architectural or other necessary technical counsel with the Board of Representatives approval and within appropriated amounts;
- Directs the development of plans and specifications, advertising, bidding, awarding, and constructing of facilities related County Capital Projects and operating projects as may be required;
- Establishes specifications, standards, policies, and procedures for maintenance services, building design and construction, renovation work, utility relocation, and other matters concerning County facilities;
- Participates in strategic facilities planning in an advisory capacity to the Board of Representatives;
- Acts as staff support to the Capital Program Committee and participates the planning, development, and implementation of County Capital Program as related to facilities;
- Assists administrative units of County Government in development and preparation of their capital projects as related to buildings;

- Represents the County in external relations and internal coordination between other departments on facilities related matters;
- Oversees facility related safety planning and regulatory compliance;
- Develops policies, design criteria and programs for building, and safety systems to set priorities for remedial work on a cost-effective basis;
- Implements quality control requirements and quality assurance programs to assure that designs and materials used in projects meet County standards;
- Participates in the consultant selection process; reviews Requests for Proposals, serves on consultant selection committees;
- Attends, participates in and conducts public meetings;
- Conducts special investigations and research about engineering problems, answering questions and complaints, evaluating and summarizing reports, making recommendations about project approvals, payments, and property acquisitions, and representing the County Administrator or program manager on committees and with other organizations and agencies;
- Assigns and supervises field and office work of Facilities Division staff;
- Directs the maintenance and updating of engineering, maintenance, operations, and office records;
- Reports on division activities;
- Directs emergency construction or remediation projects;
- Inspects building construction and renovation projects for compliance with plans and specifications;
- Oversees and participates in the preparation of the annual division budget for all facilities capital, engineering, design, maintenance and operations activities, and determines that necessary budget controls are maintained;
- Determines personnel requirements and is responsible for the appointment of staff in compliance with State law and local Civil Service Rules;
- Directs training for Facilities staff;
- Directs the evaluation of buildings, mechanical systems, plumbing systems, and other related structures and systems to determine and recommend maintenance and rehabilitation needs;
- Evaluates preventative maintenance programs, and analyzes information and data to determine the need for and scope of improvement projects, new projects, and redesign of existing structures;
- Manages multifaceted contractual agreements with contractors;
- Reviews contract document submittals for conformance with policies and standards;
- Performs reviews of the performance of hired contractors for future project proposals;
- Supervises the work of consultants and all division staff;
- Coordinates and oversees the activities of contractors, service organizations and County personnel in construction or remodeling activities in county buildings;
- Supervises and participates in the preparation and maintenance of cost and progress records and reports;
- Reviews and negotiates service agreements for the maintenance of County facilities and equipment;
- Ascertains tenant and user satisfaction with the services of the division;
- Supervises staff by using principles of training, goal setting, delegation, performance evaluation, and communication;
- Plans and submits projects for the annual capital budget for major renovations, repairs, and additions to all County owned facilities;
- Oversees the inspection all buildings for OSHA, fire and building code compliance;
- Acts as primary contact with department heads, Board members regarding facility related issues and concerns;
- Directs the periodic inspection of the condition of buildings and equipment to ascertain maintenance needs and recommends capital improvement projects and/or major repair, replacement, or renovation projects;
- Disciplinary control and performance evaluation for all supervisory division staff;
- Participates in lease negotiations with landlords at leased facilities;

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern methods and principles of construction and maintenance of buildings;
- Thorough knowledge of construction materials, methods, standards, and tests;
- Thorough knowledge of the principles, practices, theories, and procedures of the facilities engineering field;
- Knowledge of the principles of supervision
- Knowledge of applicable codes, laws, rules, regulations, and policies governing and impacting on building design and construction;
- Ability to plan, schedule, coordinate, and evaluate design, construction, and maintenance programs
- Ability to establish and maintain effective and cooperative relationships with subordinates, public officials, other agency staff, and representatives of contractors, consultants, and public interest groups;
- Ability to evaluate complicated proposals and designs and select the most practical plan of work accomplishment
- Ability to manage the human and financial resources of the division in a cost-effective and efficient manner;

- Ability to establish project and work priorities
- Sound professional judgment, dependability, initiative and resourcefulness;
- Willingness to respond to emergency situations;
- Good knowledge of spreadsheet preparation, and graphic reports;
- Skills in budgeting, forecasting, project estimating, and job costing;
- Ability to plan, coordinate, supervise, and inspect the work of others;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.
- Possess strong customer service skills.

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