



# Valley County Job Description

## *Facilities Director*

**Department:** Facilities

**Reports to:** County Commissioners

**Pay Grade:** H

**Date Established:** May 2020

**Date Revised:** March 2025

**FLSA Status:** Exempt

### SUMMARY

The Facilities Director is a key leadership position responsible for the overall management, maintenance, and operation of all county-owned buildings and the county transfer station. This includes ensuring clean, safe, functional, and efficient environments for county employees and the public, as well as managing a team of support staff. Wide latitude is granted for the use of independent judgment and initiative.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the operation, maintenance, repair, and cleaning of all county buildings;
- Hires, trains, schedules, evaluates, and coaches facility, custodial, and transfer station employees;
- Develops and implements preventative maintenance programs to maximize building lifespan and minimize disruptions;
- Manages the operations of the county transfer station, ensuring compliance with environmental regulations, the appropriate handling of waste materials, and safe access for the public;
- Develops and manages the annual budget for facility operations, maintenance, and capital improvements, including monitoring expenditures, preparing budget reports, and seeking opportunities for cost savings;
- Creates and implements short-term and long-term capital improvement plans and repair and remodeling projects for county facilities, including identifying and prioritizing projects, preparing cost estimates, monitoring expenditures, and overseeing project execution;
- Negotiates and manages contracts with vendors for services such as maintenance, repairs, and supplies, including ensuring that contractors meet performance standards and comply with county expectations.
- Ensures compliance with all applicable building codes, safety regulations, and environmental regulations, including developing and implementing safety procedures for county facilities and the transfer station.
- Serves on the county's Disaster Response Team in the design and implementation of emergency response plans for county facilities, including coordinating with other county departments during emergencies;
- Manages procurement of larger facility and transfer station items;
- Performs light duty construction tasks;
- Prepares and presents regular reports to the County Commissioners on the status of county facilities and operations;
- Performs all work duties and activities in accordance with county policies, procedures, and safety practices;
- Performs other related duties as assigned.

## **MINIMUM REQUIREMENTS**

- Considerable knowledge of building maintenance, including relevant building codes and regulations;
- Experience performing skilled repair and maintenance in carpentry, plumbing, electrical, building maintenance, and grounds-related work;
- Experience using specialized tools and equipment;
- Experience reading blueprints and specifications, maintaining maintenance records, and preparing related reports;
- Experience evaluating facilities to determine construction and modification needs;
- Experience estimating material needs and costs for jobs;
- Experience supervising staff;
- Experience in project management;
- Understanding of construction methods and practices;
- Understanding of solid waste functions;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas clearly;
- Ability to work independently and exercise initiative;
- Ability to work as part of a team;
- Strong judgment and problem-solving skills;
- Ability to maintain a professional demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

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

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this position, the employee works in an office or out of doors setting where the noise level is usually moderate.