

## **Chelan County Facilities Director Job Description**

**Job Title:** Facilities Director  
**Department:** Facilities Maintenance  
**Reports To:** Board of Commissioners  
**FLSA Status:** Exempt  
**Salary:** PW25 steps 6-8 **\$7,398. – 8,156.** DOE

### **SUMMARY**

Facilities Director is an appointed official of Chelan County, under the direction of the Chelan County Board of Commissioners. The Facilities Director is to direct and supervise all the activities of the Facilities Maintenance Department. The incumbent is responsible for construction, repairs, and maintenance of the Chelan County Campus facilities as well as the off-campus facilities such as the detox facility, Ohme Gardens, Wenatchee River County Park and the Expo/Fair facility. Manages and co-ordinates both major and minor projects and plays an active role in the development of the county's capital priorities. The Facilities Director is solely responsible to prepare and administer the Facilities Maintenance budget. Must have Knowledge of facility operation and maintenance, construction, and management records. Experience interpreting applicable codes and regulations, ADA laws and statutes, and environmental requirements. Experience leading or supervising teams, including understanding of personnel rules and budgeting processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Planning and scheduling of maintenance and repair requirements of the county.
- Directing all county facilities maintenance and custodial work.
- Communicating with elected officials, department heads, commissioners, architects, engineers, and contractors.
- Administering, analyzing, preparing, and monitoring department and project budgets.
- Directing the recruitment, employment, assignment, transfer, evaluation, promotion, demotion, or dismissal of maintenance personnel.
- Applying working knowledge of heating boilers, air conditioning, electrical, mechanical, plumbing, and security systems.
- Applying working knowledge of Telephony, Data, Electronics, Fire Alarms, CAD operation, GUI and PLC programming, Pneumatic controls, Locking systems, Windows Office.
- Coordinating facility emergency and security plans, site inspections, and facility audits.

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- Serving as Project Manager as needed for major construction projects on the Courthouse campus.
- Developing and reviewing bid documentation.
- Setting departmental policies and procedures.

### **SUPERVISORY RESPONSIBILITIES**

Manages one subordinate supervisor who supervises the 12 maintenance employees in the department. Is responsible for the overall direction, coordination, and evaluation of this unit. Also, directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

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

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in facilities Management, engineering, architecture or construction management AND 5-8 years' experience in preparation, inspection, and administration of facilities contracts. Experience may substitute for year for year for degree.

### **LANGUAGE SKILLS**

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Washington State Driver's License.

## **PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

## **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 is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock.

The noise level in the work environment is usually moderate with occasional exposure to loud noise.