



## POSITION OPENING

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|------------------------------|------------------------------|
| <b>POSTING DATE:</b>         | August 30, 2018              |
| <b>DEPARTMENT:</b>           | County Administration        |
| <b>POSITION TITLE:</b>       | Facilities Director          |
| <b>HOURS:</b>                | Full-Time                    |
| <b>FLSA:</b>                 | Exempt                       |
| <b>GRADE:</b>                | 18                           |
| <b>WAGE:</b>                 | \$63,765 - \$79,654 Annually |
| <b>APPLICATION DEADLINE:</b> | September 28, 2018           |

Interested candidates should submit a resume and a County Employment application to:

Human Resource Department  
11 S. 4<sup>th</sup> Street  
McKenzie Building Suite 114  
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I.. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer

## Tazewell County Position Description

**Position Title:** Facilities Director  
**Department:** Building and Grounds  
**Reports To:** County Administrator and County Board Chairman  
**FLSA Status:** Exempt  
**Grade:** 18

**Job Summary:** The Facilities Director serves as a member of the County's management team. Under the supervision of the County Administrator, responsibilities include the care and upkeep of all county – owned buildings and appurtenant equipment and grounds associated with the buildings; *responsible for compliance with all Federal, State and local regulatory agencies governing the overall maintenance aspects of County property; manages a budget in excess of \$2,000,000; makes recommendations for improvements to the overall maintenance operations.* The work assigned to this position is accomplished by utilizing a thorough knowledge of the operation and maintenance of buildings, mechanical systems and equipment. The incumbent is responsible for these functions of the County by performing the following duties either personally or through the direction of others.

**Essential Duties and Responsibilities include** the following. Other duties may be assigned to meet the business needs.

Performs personnel administrative activities including supervision of maintenance personnel performing maintenance and repair of buildings, equipment and furnishings.

Oversees a staff of full-time and part-time maintenance personnel. Prepares work schedules, hours and areas of responsibility, and is responsible that work is completed and schedules are adhered to properly.

May develop or administer or share development and administration responsibilities of County's energy conservation program.

*Pursues grant opportunities for improvements to county owned facilities. Provides necessary information and documentation and may administer the grant.*

Develops and maintains a preventive maintenance program which may include software, personal electronic equipment, etc., for buildings and equipment, including boilers, heating and cooling systems, air handling units, pumps, control systems, elevators, emergency generators, lighting systems, safety systems, security systems, building structures, roofs, parking lots, turf, landscaping, signage, etc.

*Responsible for regulatory compliance with Federal, State and local governing jurisdictions including Occupational Safety and Health Administration (OSHA); Illinois Department of Public Health (IDPH); Office of the State Fire Marshal (OSFM); Pekin Fire Department; etc. Responsible for annual inspections / testing of all elevators, fire alarm systems, sprinkler systems, backflow preventers and*

*boilers.*

*Responsible to ensure regulations regarding asbestos, lead paint, bloodborne pathogens, material safety data sheets and other safety requirements are adhered to.*

Trains maintenance staff and other personnel in operation of complex building equipment.

Investigates accidents and prepares administrative reports.

Makes recommendations to the County Administrator for use in developing the County's 5 -year Capital Improvement Plan (CIP).

Oversees repair records and keeps current copies of plans for all County buildings and grounds.

Works cooperatively with elected officials and appointed department heads on departmental facility needs.

*Develops and administers service contracts. Prepares bid specifications, performs bid solicitations per County policies and oversees the work of contractors in the periodic maintenance of HVAC systems, custodial cleaning of County facilities, inspections and testing of various building systems.*

*Works with the Community Development Administrator to increase occupancy levels in leased spaces owned by the County. Collaborates with potential clients to develop building plans to meet their requirements.*

*Develops specifications for projects involving building remodeling, building repairs and changes to mechanical systems including electrical, telephone and data systems. Schedules projects to be completed in-house whenever possible. Inspects work performed to ensure compliance with specifications.*

*Prepares specifications for requests for qualifications I proposals (RFQ I RFP) for projects requiring the utilization of architects I engineers. Reviews plans and specifications prepared by architects I engineers and consultants.*

*Responsible for preparing and maintaining a departmental budget of over \$2,000,000. Responsible for purchasing of supplies for maintenance and janitorial operations. Continually monitor all areas for cost savings.*

**Supervisory Responsibilities:** Manages both full-time and part-time maintenance personnel. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies, applicable laws and collective bargaining agreements. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance of union employees; rewarding and disciplining employees; addressing complaints and solving 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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School Diploma or equivalent required plus a minimum of five years of closely related experience. Some college or job-specific technical training, including job-related certifications, preferred. Previous supervisory experience preferred. Management experience in a union environment is preferred.

**Language Skills:** Ability to read, analyze, and interpret common financial reports and contracts. Ability to respond to common inquiries or complaints from customers, vendors and regulatory agencies. Ability to prepare and effectively present information and articulate problems and opportunities to top management, consultants and public groups.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:** Certification in various maintenance-related specialties desired but not required.

### ***SPECIAL REQUIREMENTS***

*Required to be on call 24/7*

*Able to be bonded*

*Must pass a criminal background check including a Polygraph Test*

*Must have a valid driver's license*

*Able to read and understand MSDS sheets*

**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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and 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.

The noise level in the work environment is usually quiet, although subordinates may occasionally work in noisy environments. Office may be housed in Justice Center. Work may occasionally involve areas where inmates are present.

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*