

County of Berks

POSITION DESCRIPTION FORM

Position Title: Facilities Manager – Downtown Campus

Department: Facilities & Operations Reports To: Director of Facilities & Operations
(Title)

Wage Category: Exempt Non-Exempt

EEO-1 Union
Category: Professional Classification: N/A

POSITION SUMMARY:

Supervises both full time and part time employees in the maintenance and improvement of all downtown County facilities (i.e. Courthouse and Services Center) and satellite offices as well as all Magisterial District Justice offices in and adjacent to the City of Reading, and assigned County owned vehicles and equipment associated with the operations therein.

Position requires initiative and extensive knowledge and work experience in all levels of building systems infrastructure and facilities operations. Attention to detail, the ability to consistently meet deadlines and strong organizational skills are required. Must demonstrate flexibility in response to unexpected changes in the workload and exercise sound independent judgment and analytical skills in order to recommend solutions. Position assists in the development and implementation of departmental policies and procedures. Position requires a strong customer service ethic and an ability to maintain effective working relationships at all levels within and outside of the department. Performs related work as assigned.

POSITION RESPONSIBILITIES:

Essential Functions

1. Schedule, assign, and oversee the daily duties of general Maintenance employees and specialized (craftsmen/licensed) Maintenance employees. Evaluates staff performance through assignments, reviews assigned work for accuracy, provides training and assistance when difficult and unusual problems arise, and appropriately recommends hiring, promotion and disciplinary actions.
2. Coordinate and oversee repairs and renovation projects in the downtown

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facilities. Meet with internal departments to evaluate and assess requests for improvement. Develop improvement project cost estimates when required.

3. Maintain in full working order and troubleshoot problems related to specialized systems within the Facilities, including but not limited to the elevator systems, fire detection/suppression systems and equipment, and thermal control systems.
4. Maintain the good condition, safety and security of the Services Center parking garage.
5. Assist in the preparation of the annual departmental budget and development of capital expense forecasting.
6. Schedule, assign and oversee snow and ice removal on and around the County Services Center and Court House, ensuring that all sidewalks, walkways and vehicular areas are clear and passable.
7. Schedule and assign grounds maintenance duties to employees.
8. Prepare repair/project status reports for the Deputy Director and/or the Director of Facilities & Operations.
9. Utilize Computer Maintenance Management System (CMMS) to input and monitor maintenance requests. Utilize County financial systems to procure materials and contracted services when required. Utilize building automation system to control HVAC systems.
10. Utilize County financial software to enter and track requisitions for goods, materials and services in strict compliance with the County's procedural and statutory procurement requirements.

Non-Essential Functions

1. Review and update employee safety policies and training initiatives, and participate in Safety, Evacuation and Emergency Planning Committee Meetings.
2. Assist in the development and implementation of departmental policies and procedures.
3. Assist in ongoing process improvement efforts in related areas of the department.

MINIMUM EDUCATION AND EXPERIENCE:

1. Graduation from an accredited Trade school;
2. Ten (10) years of experience in the building /maintenance trades is necessary.
3. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong organizational and technical skills of all involved trades.
2. Management abilities and the demonstrated ability to appropriately supervise differing or difficult personalities.
3. Sound strategic problem solving skills.
4. Extensive knowledge and work experience in office support services including methods, procedures, and office practices.
5. Considerable experience in a fiscal management and administrative capacity.
6. Extensive knowledge of data entry, computer operations, and automated/electronic record keeping.
7. Considerable knowledge of correct English, spelling, and punctuation.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to coordinate several projects simultaneously, maintain project schedules and consistently meet deadlines.
10. Ability to establish and maintain effective working relationships with associates, subordinates and outside agencies.
11. Ability to adhere to all County policies and procedures, and appropriately engage services provided by other County departments.
12. Ability to analyze problems and communicate with the general public, staff, and other department heads in a prompt and courteous manner.
13. Ability to organize department staff and develop effective work methods.
14. General knowledge in financial accounting practices gained through work experience and County preferred practices.
15. Ability to type accurately and to compose effective correspondence.

PHYSICAL DEMANDS:

1. General office and maintenance work as necessary. Ability to sit and stand for extended periods is expected. Dirty conditions, temperature extremes (steam 150°+ to wind chill -10°), high noise levels, and extreme weather conditions may be experienced.
2. Available to participate in a 7 day 24 hr. on call rotation program.
3. Able to work extended shift(s) during a Facilities Emergency.
4. The incumbent must be able to operate a County vehicle (automobile or truck).

WORKING ENVIRONMENT:

1. Works Indoors
2. Works outdoors.
3. Works in all types of weather.
4. Works in noisy areas, small spaces, and dirty conditions.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
