

County of Berks

POSITION DESCRIPTION FORM

Position Title: Director of Facilities and Operations

Department: Facilities and Operations **Reports To:** Chief Administrative Officer
(Title)

Wage Category: Exempt Non-Exempt

EEO-1 **Union**
Category: Officials & Administrators **Classification:** N/A

POSITION SUMMARY:

This position is responsible for daily administrative leadership on capital planning and design, overseeing and coordinating major construction projects (\leq \$100,000 to \geq \$2,000,000), facilities management, engineering, operations, predictive and preventative maintenance programs, vehicle fleet, waste water treatment, utility management and environmental services for the County of Berks. The employee in this position is responsible for providing all services to approximately 2,000,000 square feet of diverse occupancies including detention, educational, administrative, recreational, high-rise and 59 bridges. It is this employee's responsibility to ensure that all employees, residents, and the general public are provided with an environment that is safe, clean, accessible and environmentally sound. Assignments are varied in nature and include oversight over all repairs, capital equipment replacement, life-cycle cost analysis, and infrastructure improvement/replacement strategies to increase energy efficiency and reduce the County's utility expenses for the long-term.

Supervision is exercised over a large staff of professional, trades, and semi-skilled employees. Work is performed with a high degree of independence under the general administrative supervision of the County CAO and is subject to policy guidelines, industry practices and procedures, and legal, regulatory, and contractual standards.

POSITION RESPONSIBILITIES:

Essential Functions

1. Directs the overall planning, scheduling and performance of maintenance and repair requirements for the County, establishes appropriate preventative and predictive maintenance programs, grounds keeping and custodial requirements for each County facility, and ensures that all of the facilities are maintained in a

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clean, safe and accessible manner.

2. Serves as the primary Project Manager on a variety of capital improvements to County facilities and assets; develops and tracks project budgets and ensures consistency in project management throughout the organization.
3. Establishes safe work standards consistent with applicable laws pertaining to hazardous material identification, remediation and/or removal and disposal and coordinates the right-to-know program County wide.
4. Manages the County Bridge Program, directing and overseeing all aspects of County-owned bridge and roadway repairs and maintenance. Serves as the primary County liaison to the PA Department of Transportation (PennDOT) and Federal Highway Administration on matters of transportation improvements and administers proprietary transportation funds in strict accordance with all regulatory, statutory and legal guidelines.
5. Manages the County Fleet in accordance with approved capital replacement plans and coordinates the procurement, upfitting, delivery and proper maintenance of all Fleet assets.
6. Establishes detailed specifications pertaining to supplies, material, equipment and contracted work and makes recommendations regarding contracted services.
7. Conducts inspections on all County facilities, grounds, and installations on a regular basis to ensure that a high standard of workmanship, cleanliness, safety and security are maintained, including all specialty systems, e.g. utility, fire detection/suppression, elevator, and access control; prepares related reports for the County CAO.
8. Maintains working relationships with County security staff, fire and law enforcement personnel on security procedures and life- threatening situations such as fire and bomb threat evacuation.
9. Contributes to the analysis and acquisition of leased property for County operations, including but not limited to reviewing lease documents for consistency and compliance with County preferences/best practices, coordinating interior and exterior renovations and providing recommendations pertaining to rates/costs.
10. Prepares and administers the department's budget including submittal of capital projects and related expenditures.

11. Ensures all goods and services that may be required by the Department are procured in coordination and compliance with the Third-Class County Procurement Code as well as any and all established County policies, procedures and best practices.
12. Reviews and recommends that approval of payment for services to outside contractors in conjunction with the County's Purchasing Department, Solicitor's office and all regulatory or statutory requirements, e.g. PA Prevailing Wage Act. Reviews the terms of all contracts and verifies that all contractors have fulfilled their terms before authorizing final payment or renewal of such contracts.
13. Responds as necessary to all emergencies pertaining to County Facilities on a 24 hour/day, 7day/week basis. Participates in an on-call rotation.
14. Maintains the Service Center parking program and administers all aspects of County employee parking, either in County-owned lots and garages or under agreement with third-party providers, e.g. Reading Parking Authority.
15. Issues related access cards and keys to County personnel where required; tracks and administers the issuance of electronic and key access devices to ensure proper building security is maintained.
16. Schedules the use of non-secure County facilities after hours for various functions; responsible for billing the organizations proper fees for use after the scheduled functions.
17. Provides tours for County properties for various organizations.
18. Serves at the direction of the CAO on specialty committees, including but not limited to Safety Committee and Security Committee; does related work as required.
19. Represents the County where required to other political subdivisions, e.g. Townships, Cities and Boroughs, on matters of mutual concern; prepares associated reports and/or presentations as may be required.
20. Performs related duties as assigned.

Non-Essential Functions

1. Provides policy input and guidance where requested by executive leadership and within the purview of facilities management.

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Engineering or related field.
2. Ten (10) years of experience in the administration, supervision, and coordination of facility maintenance and engineering.
3. Professional Engineer strongly preferred.
4. Certification from recognized, accredited issuing agencies (e.g. IFMA) in Facilities Management, Construction Management and/or Project Management preferred.
5. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of building maintenance and associated trades (i.e. plumbing, electrical, HVAC, steam systems, elevators and boilers).
2. Knowledge of all applicable building codes and Life-Safety Code rules and regulations.
3. Knowledge of hazard evaluation and abatement programs (e.g. asbestos, Lead-based paint and mold).
4. Strong knowledge of PA construction law and best practices and the various phases of project management.
5. Knowledge of OSHA regulations.
6. Knowledge of mechanical, structural and general engineering principles.
7. Ability to comprehensively read and interpret blueprints and develop associated cost estimates.
8. Skill in the operation of a variety of computer software applications.
9. Ability to effectively supervise several departments with a large number of technical and maintenance employees.
10. Ability to express ideas clearly and concisely through preparation of written material, visual presentations and public speaking.
11. Ability to analyze and evaluate problems and develop valid conclusions and recommendations.
12. Ability to manage multiple projects simultaneously.
13. Ability to develop effective working relationships with department heads, agency directors, elected officials, private contractors, media representatives, and the public.
14. Ability to conduct inspections for hazards.
15. Knowledge of applicable Indoor Air Quality regulations and standards to prevent "Sick Building Syndrome".

PHYSICAL DEMANDS:

Must be able to climb, stoop, sit or stand for long periods, work in weather conditions which may be extreme, etc.

WORKING ENVIRONMENT:

Normal office environment, though duties will regularly involve travel to active or proposed construction/repair sites that may be uneven, overgrown, excessively hot/cold, wet and/or dirty. Work also includes secure correctional environments.

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
