



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Senior Facility Manager</b>		
<b>Department:</b>	Berks County Jail System	<b>Reports To: (Title)</b>	Warden
<b>Effective Date:</b>	August 2021	<b>Revision Date:</b>	October 2021
<b>Wage Category:</b>	<input checked="" type="checkbox"/> <b>Exempt</b>	<input type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Professional	<b>Union Classification:</b>	N/A

### POSITION SUMMARY:

A professional leadership position responsible for the administrative oversight, management and upkeep of all buildings and the grounds of the Berks County Jail System. This position will manage, supervise, and coordinate jail system maintenance personnel and outside contractors engaged in facilities/maintenance projects. Position requires initiative and extensive knowledge and work experience in all levels of building systems, mechanical systems including but not limited to boiler/chillers, electrical 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 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***

- Researches and proposes operational programs and processes to increase efficiency and effectiveness of services. Provides guidance to staff based on experience and an understanding of the approved, legal, and ethical methods and best practices in the delivery of jail services.
- Responds to staff grievances/complaints and provides leadership regarding labor management issues. Attends and testifies at labor related hearings. Oversees departmental internal investigations into allegations of misconduct by inmates and/or employees and initiates the appropriate course of action.
- Ensures all departmental reports, correspondence, documentation, and records/files are completed, processed, and maintained correctly and in a timely manner, in accordance with applicable policies and procedures. Effectively compiles and analyzes jail operational statistics and oversees the preparation of reports for official records.
- Schedule, assign, and oversee the daily duties of Maintenance employees and specialized or licensed craftsman through direct oversight of a subordinate Lieutenant.
- Provides assignments and instructions to assigned technical workforce in the installation, servicing, repairing, and preventive maintenance of mechanical systems at the Berks County Jail.

- Provide training and assistance when difficult and unusual problems arise, and appropriately recommend hiring, promotion and corrective actions.
- Coordinate and oversee repair/renovation projects. Monitor work by staff and contractors to make sure it is completed satisfactorily, and deficiencies are addressed immediately.
- Maintain in full working order and troubleshoot problems related to specialized systems within the Jail, including but not limited to the fire detection/suppression systems and equipment, camera(s)/ security system, and thermal control systems.
- Assist in the preparation of the annual departmental operational budget and development of capital expense forecasting.
- Develops and manages budgets, plans, and schedules for all aspects of Jail capital projects.
- Utilize computer maintenance management system to input and monitor maintenance requests. Utilize County financial systems to procure materials and contracted services when required.
- Reviews renewals of existing contracts and proposed new contracted services for optimum service and efficiency of mechanical systems.
- Ensures compliance with federal, state, and local codes, regulatory and legal requirements
- Responsible for solving complex engineering/construction problems and implementing solutions, while considering all necessary safety and security protocols within the secure correctional environment
- Maintains regular communication with jail departments in order to facilitate critical maintenance projects within the facility
- Performs all other duties as assigned by the Warden.

**PHYSICAL DEMANDS:**

***Essential Functions***

- Ability to stand for extended periods of time, often in excess of 3 to 4 hours
- Ability to lift/carry or assist another to lift/carry in excess of 100 pounds (occasionally), for a span up to ¼ mile
- Ability to traverse stairs up to four stories and climb ladders as required
- Ability to walk at least one mile
- Ability to handle/operate all security, safety, maintenance, and other equipment relevant to the position, including but not limited to weapons/firearms, restraints, keys, radios, telephones, computers, copiers, air packs, vehicle, etc.
- Vision correctable to 20/20 and hearing abilities that are natural or corrected to the normal range of hearing. May not be affected by color blindness to any degree which would prevent him/her from effectively performing job duties
- Ability to pull grill gates and doors (up to 30 lbs.) at least three times daily
- Available to participate in on call rotation program
- Able to work extended shift(s) during an emergency situation

## ***Non-Essential Functions***

None

### **MINIMUM EDUCATION AND EXPERIENCE:**

- Graduation from an accredited trade school
- Ten (10) years of experience related to building/maintenance trades with three (3) years of supervisory experience preferred.
- Valid Pennsylvania driver's license
- No felony convictions. Misdemeanor charges will be reviewed individually and *may* disqualify an applicant.
- Any equivalent combination of education and experience which provides for the required knowledge, skills, and abilities.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to coordinate several projects simultaneously, maintain project schedules and consistently meet deadlines.
- Ability to analyze problems, recognize and identify alternate solutions, predict consequences of proposed actions, and implement recommendations in support of organizational goals.
- Knowledge of principles, practices, planning, design, and construction of capital infrastructure.
- Knowledge of construction and maintenance methods, materials, and management.
- Knowledge of appropriate plumbing and electrical code regulations.
- Knowledge of applicable fire and safety codes, regulation, and standards.
- Knowledge of the principles of effective supervision.
- Ability to check and review complex engineering and architectural plans and specifications.
- Ability to establish and maintain effective working relationships with associates, subordinates, and outside agencies.
- Ability to interpret and enforce contracts and regulations fairly, with firmness, tact, and impartiality.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong organizational and technical skills of all involved trades.
- Strong leadership and personnel management abilities, including project planning and management.
- Extensive knowledge of data entry, computer operations, and automated/electronic record keeping.
- Excellent planning skills, decision-making skills, and organizational skills.
- Ability to complete all pre-employment screening and adhere to employee drug testing procedures
- Ability to handle/operate security and safety equipment relevant to the position, including weapons/firearms, restraints, two-way radios, keys, and air packs, etc.
- Ability to adhere to all Berks County Jail System policies and procedures, and appropriately engage services provided by other County departments.
- Ability to analyze problems and communicate with the general public, staff, and other department heads in a prompt and courteous manner.
- Ability to organize department staff and develop effective work methods.
- Flexibility in response to unexpected changes in the workload and ability to exercise sound independent judgment and analytical skills in order to recommend solutions.
- Ability to handle stress
- Physical presence in the facility is required.

### **WORKING ENVIRONMENT:**

1. Requires working within the confines of a secure jail
2. Requires working in loud, small, and communal workspaces
3. Requires working in an environment where personal safety may be of concern

4. Requires working in an environment where there is possibility of foul odors
5. Requires working in dirty conditions, temperature extremes (steam 150°+ to wind chill -10°), high noise levels, and extreme weather conditions may be experienced.
6. Requires working with inmates (prostitutes, drug addicts, etc.) in a potentially high-risk communicable disease environment (AIDS, tuberculosis, hepatitis, etc.), where some inmates are incarcerated for violent crimes including murder.

*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.*

*All non-Collective Bargaining Agreement employees are "AT WILL" employees, which means that the employer or employee can end the employment relationship with or without cause. Nothing in an employee handbook, the Standard Operating Procedures, or any other policy or guideline pertaining to employment or conditions of employment is intended to change or alter the "AT WILL" status of employment.*

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### **ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

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*Date*

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