



County of Berks POSITION DESCRIPTION FORM

Position Title:	Facilities Manager – Berks Heim/North Campus		
Department:	Facilities & Operations	Reports To: (Title)	Director of Facilities & Operations, Deputy Director - Operations
Effective Date:	September 23, 2003	Revision Dates:	May 8, 2020
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	N/A

POSITION SUMMARY:

Supervises both full time and part time employees in the maintenance and improvement of at Berks Heim and support satellite County facilities (i.e. Agricultural Center, Library Systems Headquarters, Recycling Center and various other County Departments) and all County owned vehicles, grounds and equipment associated with the operations therein. Further, assistance when requested to the following: Berks County Re-entry Center, Community Reentry Center and the Berks County Jail System. Supervises the Berks Heim and North Campus Boiler Plant, which provides steam to the Berks Heim, Community Reentry Center and Berks County Jail System, for heat, hot water and cooking 24 hours day, 365 days a year.

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. Completes related work as directed.

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 Berks Heim and support North Campus facilities. Meet with internal departments to evaluate and assess requests for improvement.*
3. Maintain in full working order and troubleshoot problems related to specialized systems within the Facilities, including but not limited to the elevator system, fire detection/suppression systems and equipment, and thermal control systems.
4. Schedule and assign daily lawn care and grounds maintenance duties to employees to all areas for which the Facilities department is directly available.
5. Schedule, assign and oversee snow and ice removal on and around the Berks Heim, Agricultural Center and the entirety of County Welfare Road, ensuring that all sidewalks, walkways and vehicular areas are clear and passable for all North Campus operations.
6. Assist in the preparation of the annual departmental budget and development of capital expense forecasting.
7. Schedule and assign grounds maintenance duties to employees.
8. Prepare repair/project status reports for the Deputy Director of Facilities - Operations.

Non-Essential Functions:

1. Review and update employee safety policies and training initiatives, and participate in Safety, Department of Health, 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:

- Graduation from an accredited Trade school.
- Ten (10) years of experience in the building /maintenance trades is necessary.
- Comprehensive knowledge of building maintenance and repair methods and requirements as well as Life Safety Codes; comprehensive knowledge of work standards and practices in various building trades.
- Knowledge of facility HVAC systems, including large-scale chillers, air handlers, boilers and cooling towers.
- Knowledge of mechanical equipment, air-conditioning, refrigeration, fire alarm systems, standby emergency power and preventative maintenance programs, demonstrated ability to plan and direct work of staff.
- Ability to read and interpret building plans and specifications; ability to establish and maintain effective working relationships with employees and the ability to inspect the work done by skilled tradesmen and others employed on repair projects.
- Experience in working in a hospital or nursing home setting.
- Knowledge of Department of Health Regulations and Requirements.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive experience in building construction and maintenance work including considerable supervisory experience at the level of Assistant Maintenance Manager; any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Strong organizational and technical skills of all involved trades.
- Management abilities.
- Sound strategic problem-solving skills.
- Extensive knowledge and work experience in office support services including methods, procedures, and office practices.
- Considerable experience in a fiscal management and administrative capacity.
- Extensive knowledge of data entry, computer operations, and automated/electronic record keeping.
- Considerable knowledge of correct English, spelling, and punctuation.
- Ability to communicate effectively, both orally and in writing.
- Ability to coordinate several projects simultaneously, maintain project schedules and consistently meet deadlines.
- Ability to establish and maintain effective working relationships with associates, subordinates and outside agencies.
- Ability to adhere to all County 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.
- General knowledge in financial accounting practices gained through work experience and County preferred practices.
- Ability to type accurately and to compose effective correspondence.
- Ability to handle stress.
- Physical presence at various worksites is required.

PHYSICAL DEMANDS:

- 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.
- Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 40 pounds.
- Available to participate in a 7-day 24 hr. on call rotation program.
- Able to work extended shift(s) during a Facilities Emergency.
- The incumbent must be able to operate a County vehicle (automobile or truck).

WORKING ENVIRONMENT:

- Works Indoors
- Works outdoors.
- Works in all types of weather.
- 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.