



## **FACILITIES AND GROUNDS ADMINISTRATOR**

**288**

Jamestown  
1607

**DEPARTMENT:** General Services/Facilities Management

### **NATURE OF WORK:**

Performs advanced professional and administrative work planning, organizing, coordinating, and directing the operation of the Facilities and Grounds program. Work includes administration and management of Facilities and Grounds division and supervision of skilled personnel and support staff.

Work involves capital construction; operation and maintenance of facilities; maintenance of grounds; managing contractual services; and recruiting, training, and evaluating professional, technical, and skilled personnel. Supervision is exercised over subordinate professional, technical, and clerical personnel engaged in a variety of maintenance activities throughout the County. Work is performed under managerial direction of the General Services Manager who reviews work through conferences and reports.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Plans, directs, and coordinates the work of the Division.

Establishes and administers programs, policies, and procedures, including general and preventive maintenance programs, repairs, emergency operations, and scheduling and prioritizing of work.

Directs the maintenance and repairs to a large number of County-owned buildings and installed equipment systems throughout the County.

Directs the maintenance and repairs for parking lots and sidewalks.

Directs the provision of a large number of services for pest control, supplies, and materials.

Directs grounds maintenance activities at a large number of County-owned and schools installations.

Coordinates and manages construction and renovation projects for County facilities by both in-service workforce or general contract.

Develops annual and long-range facilities maintenance plans.

Compiles operations budget information for the Division; administers approved budget.

Supervises, develops, and evaluates professional, technical, trades, and administrative personnel assigned to the Division.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED**

Duties are performed indoors and outdoors at various County facilities. Operates various hand and power tools.

Drives County vehicle.

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

Thorough knowledge of the principles and practices of facilities and grounds management.

Thorough knowledge of current literature in the field of architecture and engineering as it relates to facilities management and maintenance.

Considerable knowledge of state-of-the-art equipment available.

Ability to plan and direct the work of other professionals and special projects.

Ability to develop and implement broad programs associated with facilities and grounds management.

Ability to exercise direction and good judgment in applying and interpreting departmental policies and procedures.

Ability to maintain effective working relationships with professional colleagues, employees, and representatives of public agencies.

Ability to prepare a division budget and to monitor accounts for expenditures.

Ability to communicate effectively, both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in engineering or a related field, and extensive experience in facilities management which includes some experience supervising professional, technical, and clerical personnel; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess and maintain a valid Virginia drivers license and have an acceptable driving record based upon James City County criteria.

Requires post-offer drug test and criminal history record check.

Date: July 2006

FacilGrndsAdmin.288\_142\_01

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Facilities and Grounds Administrator Position Number: 288  
Department: General Services Division: Facilities Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgements
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input checked="" type="checkbox"/> Use power tools                        |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓			✓		
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>				✓			✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>  | <u>Stairways</u>  | <u>Steps</u>   |
|---|---|--|
| <input checked="" type="checkbox"/> Step stool            | <input type="checkbox"/> 1 flight                                 | <input checked="" type="checkbox"/> 1-2                |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder                 | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                           |
| <input type="checkbox"/> Other _____                      | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function    | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓						✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: July 2006  
FacilGrndsAdmin.288\_142\_01