

FACILITIES MANAGEMENT ADMINISTRATOR

289

DEPARTMENT: County Administration/Facilities Management

NATURE OF WORK:

Performs advanced professional and administrative work planning, organizing, coordinating, and directing the work of the Division of Facilities Management.

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 Assistant County Administrator who reviews work through conferences and reports.

ESSENTIAL FUNCTIONS OF THE JOB:

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

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 custodial, trash removal, pest control, supplies, and materials.

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

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of facilities 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 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:

Possession of a 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. Maintain at all times a current, valid Virginia Motor Vehicle Operator's License.