



Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Facilities Manager	Department: Bldgs & Grounds Maintenance	
Pay Grade: 215	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to plan, direct, and exercise budgetary authority over the activities of the County Building and Grounds. Reviews work under contract on construction of new facilities and renovation of existing buildings while ensuring that all work is conducted within budgetary constraints and according to County policy, codes and standards of quality. Interacts with county employees, county departments, the City and County fire marshals, state inspectors and regulatory agencies, client agencies, subcontractors, and others in the operation, maintenance, and related operations of County facilities.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Plans, prioritizes and implements preventive maintenance schedule and equipment improvements for County facilities, electrical/mechanical systems, various equipment, and grounds.

Directs the activities and resources of Building and Grounds Department supervisor and staff; allocates personnel, establishes work schedules and directs, supervises and reviews duties of assigned staff.

Participates in the selection process for new employees and recommends employee promotions, discipline and discharges.

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Directs and reviews the operations of contractors selected by the department for work on county buildings. Obtains quotes and procures services of miscellaneous contractors for spot repairs, improvements, and specialty repairs not within the capabilities of the in-house staff.

Makes recommendations to the engineer on HVAC, electrical, and building modifications to be implemented or put out for bids, and assists the engineer in the quality control of contracts under construction.

Receives and responds to complaints and requests for service concerning building and grounds maintenance. Interacts with the public, employees, and tenants on a daily basis to verify that safety, working conditions, state code compliance and problems are being properly addressed.

Inspects buildings, electrical/mechanical systems, equipment, grounds and related work in progress for compliance with safety regulations and policies, established standards of quality and schedules.

Determines the need for building repairs and renovation; prepares technical specifications for projects and equipment, and oversees in-house or contracted work. Manages construction and repairs on structures as required. Inspects and approves completed projects as appropriate.

Prepares and monitors the departmental budget and approves expenditures. Ensures the availability of required equipment and materials; purchases supplies and maintains supply inventory.

Investigates, evaluates and files reports on departmental accidents and safety violations. Attends administrative staff meetings and other meetings as required.

Interacts and communicates with various groups and individuals such as the County Engineer, subordinates, co-workers, County management staff and employees, inspectors, vendors, contractors, and the general public.

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Additional Duties:

Performs related duties and duties of subordinates as required by projects and staffing resources.

Monitors heat and cooling systems to insure energy savings and comfort.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

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Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small department; handles supplies of high value.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

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Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in business management, building construction, or a closely related field.

Requires four years supervisory experience in Facilities Management or closely related experience OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Must possess a valid Driver's License.

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Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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