

COUNTY OF LEELANAU
JOB DESCRIPTION
FACILITIES DIRECTOR

Supervised by: County Administrator
Supervises: Maintenance Supervisor
FLSA: Exempt

General Summary:

Under the general supervision of the County Administrator, responsible for all activities, functions, policies related to all County buildings, grounds, fleet, dam and parks. Collaborates with Director of Emergency Management/911 on Communication Towers and related equipment. Serves as the Parks Coordinator to the Parks and Recreation Commission as outlined in the Leelanau County Parks & Recreation Commission Bylaws.

Essential Duties and Responsibilities:

An employee in this position is called upon to perform any or all of the following essential functions. The examples do not include all the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Supervises designated staff, either directly or indirectly through subordinate supervisor(s) including interviewing and selecting of applicants, training, disciplinary decisions and actions and any other functions related thereof.
- Develops strategic plans for the department, including evaluating operations and functions, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing and contractual needs, analyzing financial and operations data and related activities.
- Reviews and/or creates plans and blueprints to develop materials, requirements and cost estimates of proposed and approved projects as directed. Develops specifications, writes Request for Proposals, analyzes bids for services, and supplies. Makes recommendations to the County Administrator and/or the County Board of Commissioners for consideration. Directs and manages the activities of contractors and vendors in the performance of tasks.
- Responds to requests for information and provides guidance to other departments, boards/commissions and County Board of Commissioners; and participates in/on a variety of meetings, committees, boards and other related groups.

- Understanding of or ability to operate (under Michigan laws) a Wastewater Treatment Plant and/or Municipal Well System.
- Preparation and monitoring department's annual budget; assist in development and implementation of a Capital Improvement Plan; assist in the research, development, and implementation of grant applications including management and reporting.

Employment Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's Degree in a related field of Engineering, Construction Management, Building Codes, and/or equivalent education, experience.
- Five (5) years' experience in building, grounds, parks maintenance and two years in supervisory experience.
- Knowledge of federal and state legislation such as American Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, unionized workforce, Open Meetings Act, Freedom of Information Act and ability to comprehend County rules, regulations, procedures, and functions.
- Ability to comprehend process and apply both verbal and written skills appropriate for the position.
- Have a valid driver's license and personal vehicle insurance; maintain eligibility to drive as per the County's Vehicle Policy.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those and employee may encounter while performing the essential duties of the position.

- Prolonged periods sitting at a desk and working on a computer
- Stand; walk; use hand to finger, hand or feel; reach with hands and arms; and talk or hear.
- Stoop, kneel, crouch, or crawl.
- Lift and/or move objects of moderate weight.
- Work near moving mechanical parts and/or heavy equipment; be exposed to wet and/or humid conditions; high precarious places, fumes or airborne particles, toxic or caustic chemicals, bloodborne pathogens, risk of electrical shock and vibration, noise level from quiet to loud.