

JOB DESCRIPTION

Job Title:	Facilities Services Director
Range:	225
Department:	Facilities Services (Physical Plant)
Reports To:	Commissioners Court
Shift:	8am – 5pm, M-F, and additional hours as job requires
FLSA Status:	Exempt; Salary Range: \$76k to 84K

General Summary:

Responsible for the management of all administrative and operational functions of the Facilities Services Department in compliance with all relevant laws, regulations and best practices.

Essential Duties and responsibilities:

Under direction of the Commissioners Court via the County Administrator,

- Manages the maintenance of all County facilities, grounds and equipment.
- Contracts with and supervises all outside contractors.
- Reviews, approves and prioritizes works orders.
- Develops all policies and procedures for the Department.
- Interviews, selects, evaluates and manages performance of all Department staff.
- Establishes business plan, performance objectives and regular performance measurement reviews for the Department.
- Oversees the preparation of the budget and any required reports.
- Acts as a consultant to Elected Official/Department heads on facility matters.
- Other duties and projects as assigned.

Education and Experience Requirements:

- High school diploma or general equivalency degree (GED), Associates degree preferred.
- Five or more years of experience in managing a facility.
- Two or more years of work experience in a managerial role.
- Ten or more years of experience in maintenance trades.
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Knowledge, Skills, and Abilities Requirements:

- Knowledge and understanding of general management function.
- Knowledge of electrical, mechanical, HVAC and plumbing systems and all related sub-systems necessary to operate commercial buildings and County Jail facilities.
- Knowledge of various software programs such as Microsoft Office, Word, Excel and Power Point.
- Customer service skills required to manage difficult customer situations and respond promptly to customer needs.
- Trouble-shooting and diagnostic skills.
- Written communication skills required to edit work for spelling and grammar, present numerical data effectively and write business correspondence in a concise manner.
- Planning/organizing skills required to prioritize and plan work, use time efficiently and create realistic action plans.
- Ability to define problems and resolve them quickly.
- Ability to speak clearly and persuasively.
- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays or unexpected events.
- Ability to establish and maintain effective working relationships with other County employees, officials, vendors and the general public.

All applicants must complete the online application and submit a resume to be considered for this posting.

Resumes and other relevant items should be emailed to lbrown@smith-county.com or sent to Human Resources 200 E. Ferguson St. Suite 202 Tyler, TX 75702

