

POSTING

JOB TITLE: DEPUTY DIRECTOR OF FACILITIES MANAGEMENT

DEPARTMENT: FACILITIES MANAGEMENT

SUPERVISOR: KENNETH GEORGE, DIRECTOR OF FACILITIES MANAGEMENT

**SALARY: FULLY QUALIFIED SALARY - \$55,920.58 (SEE JOB REQUIREMENTS)
NOT FULLY QUALIFIED SALARY - \$51,053.83**

HOURS: 37.5 HOURS WEEKLY

JOB OPENING: IMMEDIATELY

DESCRIPTION

Assists in assuring the effective functioning of Lycoming County facilities to provide an efficient and safe working environment for employees and their activities by using best business practices to manage resources, services and processes to meet the requirements of County government. Assists in leading a diverse group of technically skilled technicians to ensure all facilities performs required. Establishes long-term plans for equipment, buildings, and systems through the development of recommend short and long-term budgets. Prioritizes all works schedules for the department by evaluating all work requests. Oversees all work completed by the Facilities Management Department. Responsible for all Facilities Management employees. Charged with leveraging multiple computerized maintenance systems. Continuously projects a positive outlook and a team environment.

SPECIFIC DUTIES

- Ensures that all County buildings are maintained at high levels.
- Verifies that all safety systems are working properly (fire alarms, sprinkler systems, duress alarms)
- Evaluates all buildings and equipment to create and schedule all preventative maintenance work orders.
- Investigates all work requests and sets up priorities.
- Approves and oversees work completed by the Facilities Management Department.
- Assists in hiring new employees for the Facilities Management Department.
- Maintains a thorough working knowledge of electrical, plumbing, HVAC, lighting, mechanical, and building systems.
- Assists in troubleshooting work in all trade/functional areas.
- Develops knowledge of the purchasing of electricity and natural gas.
- Tracks all electric, natural gas, and water usage.
- Assists in the development of efficient electric, natural gas, and water usage strategies.
- Assists in the Implementation of best practice processes to increase efficiencies.
- Assists Director with short and long-term budgets.

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SPECIFIC DUTIES (CONTINUED)

- Assists Director with short and long-term goals and objectives.
- Design, estimate materials and time for maintenance projects.
- Assists with evaluation of equipment lifecycle plans.
- Assists with office builds: determines space needed, designs office layout, office flow, designs lighting, electrical, ceiling layout, communication lines, building access, HVAC supply and returns, while complying with all codes and safety issues that apply.
- Writes specifications for bid packages.
- Attends and runs pre-bid and pre-construction meetings.
- Approves maintenance purchases to a \$1,000.
- Assists with training all maintenance personnel on County buildings and County and Facilities Management policies.
- Other duties as assigned by the Director of Facilities Management

SUPERVISORY

Supervision of several work teams. Teams can consist of both county and contracted managers, supervisors, skilled technicians, skilled laborers, laborers, construction crews, Pre Release Center (PRC) workers, and community service personnel.

WORKING CONDITIONS

Regular exposure to conditions requiring light to moderate physical effort. Individual may be exposed to weather conditions: snow, rain, heat, or cold for prolonged periods. Working in a confined space may also be necessary. Will work in highly stressful situations.

JOB REQUIREMENTS

- Fully qualified requirements include a Bachelor's degree in Facilities Management, Facilities Engineering or related qualification such as project management, business management, construction management, or related field of study; with five (5) years of management experience.
- Knowledge of maintenance work flow.
- Knowledge of computer Maintenance Management Systems (CMMS)
- Knowledge of Building Management Systems (BMS)
- Knowledge of Building Access System (BAS)
- Knowledge of Internet Of Things (IOT)
- Ability to direct multiple projects at one time and oversee all Facilities Management Department work.
- Good communication skills, able to direct Facilities Management and Custodial Staff.

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JOB REQUIREMENTS (CONTINUED)

- Ability to work with tenants, coworkers, contractors, and suppliers while projecting a positive team environment to help reach County goals and objectives.
- Must be able to adapt to and manage emergencies and direct staff and contracted support vendors accordingly.
- Ability to understand and carry out complex oral and written instructions.
- Valid Pa state drivers license
- Must submit to and pass a drug screening and background check per County policy.

POSITION KEY SKILLS AND COMPETENCIES:

- Excellent communication skills
- Expert planning and organizational skills
- Keen negotiation skills
- Adept problem analysis
- Sound decision-making
- Grounded judgment
- Consummate customer service orientation
- Exemplifies adaptability
- Embodies team work

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER