

OPEN FOR KENT COUNTY EMPLOYEES AND PUBLIC APPLICATIONS/RESUMES

DATE POSTED: MAY 1, 2024
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CLOSING DATE/TIME: MAY 8, 2024/5:00 P.M.

All applicants must submit an up-to-date resume. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountyyde.gov. Please contact our office at 302-744-2310 or email us at hr@kentcountyyde.gov

Department of Administration
Facilities Management Office
GRADE 2121
FLSA exempt position
\$75,137/yr. (Mid-Range) *

Based on experience/education the mid-range of the pay grade **may be offered as the starting wage.*

DIRECTOR OF FACILITIES

General Description

The Director of Facilities supports the Kent County Levy Court – the County government serving Kent County, Delaware – by combining supervisory and customer service responsibilities, the application of technical knowledge in construction, maintenance and custodial services for building systems operation, maintenance monitoring and repair for the County’s multi-building campus. Supervises project managers, maintenance personnel and custodial supervisor in all aspects of work including hiring and disciplinary actions. Assesses facility needs, recommends, plans, and monitors annual budget for facilities capital and maintenance projects, and oversees the preparation of construction specifications and bid documents.

The Director of Facilities works largely independently with general supervision and guidance provided by the Assistant County Administrator.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, organizes, maintains, and manages the operations and reliability of County facilities.
- Administers procurement and fiscal management activities associated with building and grounds maintenance activities, which may include budgeting, RFPs, and contracts or purchase orders; monitoring spending on project and cost account basis; recommending and implementing corrective spending plans; and/or, performing other related activities.
- Trouble-shoots and responds to after-hour issues as needed regarding the operational aspects of the facilities such as HVAC issues, fire alarm malfunctions, electrical outages, water leaks, etc., and services as the department’s emergency management essential personnel.

- Monitors the safety, compliance, and accessibility of facilities.
- Assists in preparation of annual budget for division.
- Projects and submits, for consideration, a five-year capital improvement program for maintenance needs of the buildings and associated grounds and equipment.
- Performs other duties as assigned that support the overall objective of the position.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college supplemented by four (4) years of experience in a diversity of functions including, custodial, electric, plumbing, HVAC, general maintenance, and construction, having two (2) years progressive experience in a supervisory capacity or any equivalent combination of education and experience.

Additional Requirements:

Comprehensive knowledge of modern building and grounds maintenance practices; thorough knowledge of modern building operations and maintenance materials and equipment; demonstrated ability to plan and supervise work of others; ability to supervise a large staff spanning two shifts; knowledge of office and purchasing procedures; ability to establish and maintain effective working relationship with staff, coworkers, supervisors, elected and appointed officials, and the public; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently operate a computer and read a computer screen or typewritten page.
- Correctible visual acuity, hearing, and manual dexterity sufficient to operate a
- motor vehicle.
- Move between work sites, including undeveloped land and project development sites.
- Physical attendance at the work site is required to perform manual tasks.
- Occasionally lifts objects (lids, covers, etc.) up to fifty (50) pounds.
- Occasionally required to climb, balance, bend, stoop, kneel, crouch and/or crawl.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily indoors in an office environment but may also include outdoor work and visits to building site locations sometimes in confined spaces and in awkward positions to inspect and review work performed by County personnel, contractors, and other persons.
- Hazards are infrequent but may include fumes, dust, gases, moving mechanical equipment parts, inadequate lighting and loud noises.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.

Employee Acknowledgement