

Job Title: Director Building and Grounds

Department: Maintenance
Immediate Supervisor: Commissioners

BRIEF DESCRIPTION OF THE JOB: Supervises personnel, establishes policies and procedures for the department, oversees the repair of facilities and establishes the budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

1) Performs administrative duties by maintaining budget for the department, arranging and managing major essential services for County facilities and departments and establishing policies and procedures for the department.	40%	L
2) Supervises personnel by scheduling work duties and priorities, managing personnel records and time cards and performs evaluations.	30%	L
3) Performs building project administrator duties by designing and troubleshooting County building projects, overseeing projects to ensure County standards are met and managing contracts, bids and permits for County projects.	20%	L
4) Performs other duties by working with the Commissioner's Court and assisting personnel with work duties.	10%	L

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Working on facilities and equipment
Sitting	O	Desk work, meetings, driving
Walking	F	To and from County facilities
Lifting	F	Parts, materials, supplies, tools and equipment
Carrying	F	Parts, materials, supplies, tools and equipment
Pulling	F	Wire, cable, tool cart, dolly
Pushing	F	Tool cart, dolly
Using Fine Dexterity	F	Computer keyboard, repairing electrical items
Reaching	F	For tools and materials
Kneeling	F	Repairing equipment
Crawling	F	In attic and crawl spaces
Twisting	F	Repairing equipment
Climbing	F	Ladders
Balancing	F	On ladders
Seeing	C	Reading, computer screen, observing repairs
Hearing	C	Communicating with personnel, listening to equipment
Talking	F	Communicating with personnel
Using Foot Controls	O	Driving, operating equipment

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Machines, Tools, Equipment and Work Aids:

Computer and related software, hand tools, meters, diagnostic computer, power tools, welding machines, plasma cutter, drill press, table saw, radial arm saw, wire puller, freon recovery machine, skid runner, tractor, vehicle, blue prints

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	M	Extreme Temperatures	M	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	M	Darkness or Poor Lighting	M

HEALTH AND SAFETY					
Mechanical Hazards	M	Chemical Hazards	M	Electrical Hazards	W
Fire Hazards	Y	Explosives	Y	Communicable Diseases	W
Physical Danger or Abuse	W	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors		Other:	

Protective Equipment Required:

Safety glasses, gloves, safety shoes, hard hat, rubber boots, rain coat, respirator mask

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school plus advanced coursework or certification in the specific area.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

EPA Universal Technician Certification
Automatic Voting Machine Certification
Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.