



Director of Facilities Management

Class Code:
4968

Bargaining Unit: Appointed
Department Heads

COUNTY OF SISKIYOU
Revision Date: Apr 22, 2024

SALARY RANGE

\$48.66 - \$62.15 Hourly
\$3,893.07 - \$4,971.60 Biweekly
\$8,434.99 - \$10,771.81 Monthly
\$101,219.83 - \$129,261.70 Annually

DESCRIPTION:

This is a new County position that is anticipated to be adopted by the Board of Supervisors on May 7, 2024

***The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.***

For exact salary information please refer to the current salary schedule.

Definition

Under direction from the County Administrator the Director of Facilities Management is responsible to plan, organize, direct, and manage the operations, activities, projects, and financial elements of the Facilities Management Department; and to do related work as required.

Distinguishing Characteristics

This is a top level management classification for the position which has responsibility for managing diverse functions in the Facilities Management Department related to the county's buildings, grounds, janitorial and communications. This position is an at will, exempt position.

Reports To

County Administrator

Classifications Supervised

Building Maintenance Manager, Janitorial Supervisor, Communications Officer, and Fiscal/Clerical Support Staff.

EXAMPLES OF DUTIES:

Examples of Duties – Essential Functions

Duties may include, but are not limited to the following:

Plans, assigns, and directs, through subordinate supervisors, the maintenance of County buildings, grounds, janitorial and communications; confers with department heads and other County officials on related issues; prepares cost estimates; establishes priorities; provides technical assistance and instruction; prepares plans and specifications; inspects work done for compliance with established standards; oversees complex repairs or unusual projects; assists in preparing and monitoring budgets; estimates and purchases materials, supplies, and equipment; maintains records; prepares progress reports; controls expenditures of budgeted funds; participates in the recruitment and selection of staff; prepares performance evaluations; assesses and recommends cost effective initiatives (i.e., energy management, preventative maintenance, etc.); applies County purchasing, leasing and contracting policies and procedures as related to the department's functions.

Knowledge of: Routine principles and practices applicable to the construction and maintenance of buildings, grounds, janitorial and communications; tools, materials and methods employed in carpentry, painting, electrical, plumbing, heating/air conditioning, refrigeration, janitorial work and communications; technical, legal, financial, and public relations considerations involved in maintaining County buildings, grounds, janitorial and communications; methods of interpreting designs, plans, specifications, estimates, reports, and recommendations relating to County buildings, grounds, janitorial and communications; principles of administration, including personnel, budgeting, supervision, training, and departmental organization; relevant federal, state and local laws, rules, and regulations; safety regulations issued by OSHA and other regulatory agencies.

Desired Skills: Plan, organize, and direct the buildings, grounds, janitorial and communications activities; knowledge of the tools, materials and methods employed in carpentry, painting, electrical, plumbing, heating/air conditioning, refrigeration, janitorial work and communications; interpret, explain, and apply applicable laws, rules, and regulations; train and supervise the work of subordinates; establish and maintain cooperative working relationships with subordinates, department heads and County officials, the general public, and other agencies; evaluate, develop, and implement departmental policy and program practices; and estimate material and labor needs and costs, prepare budgets and monitor and control costs.

TYPICAL QUALIFICATIONS:

Typical Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: three years of building maintenance, janitorial, and/or grounds experience, including at least two years at a supervisory level.

Special Requirement

Possession of a valid California driver license.

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; perform sustained physical work; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile; use hand tools and power equipment.

Typical Working Conditions

Work is performed in buildings and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents.