

Kendall County Job Description

TITLE: Facilities Director
DEPARTMENT: Facilities Management
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: May 3, 2022

I. Position Summary:

The Facilities Director reports to the County Administrator and Deputy County Administrator. The Facilities Director's primary duty is to manage and provide oversight of Kendall County's Facilities Management Department in accordance with the goals, policies, and budget parameters established by the Kendall County Board. The Facilities Director ensures efficient, safe and effective design, construction, installation, and maintenance of County-owned buildings, associated facilities, systems, and equipment. The Facilities Director supervises employees in the Facilities Management Department and is responsible for achievement of work goals, employee performance, and safety standards as well as providing excellent customer service in compliance with County policies, procedures, and all applicable ordinances, laws and regulations. The Facilities Director serves as the County's ADA Coordinator to ensure ADA compliance for all County-owned buildings, associated facilities, systems, and equipment.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Primary duty is to manage and provide oversight of Kendall County's Facilities Management Department in accordance with the goals, policies, and budget parameters established by the Kendall County Board.
- B. Customarily and regularly supervises and directs the work of at least two or more full-time employees in the Facilities Management Department including, but not limited to the Assistant Director and Office Assistant.
- C. Customarily and regularly performs management duties in the Kendall County Facilities Management Department including, but not limited to, the following:
 - 1. Serves as the direct supervisor for the Assistant Director and Office Assistant and plans, assigns and directs their work.
 - 2. Interviews and selects employees in the Facilities Management Department with input from the Assistant Director.
 - 3. Sets and adjusts employees' rates of pay (within pre-approved budget parameters and applicable union contract requirements) with input from the Assistant Director.
 - 4. Makes all final decisions regarding the hiring, firing, discipline, advancement, and any other changes of status for all employees in the Facilities Management Department with input from Assistant Director.
 - 5. Appraises employees' productivity and efficiency with input from the Assistant Director.
 - 6. Handles both internal and external complaints and grievances related to the Facilities Management Department.

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7. Conducts regular performance evaluations for all Facilities Management employees with input from Assistant Director.
 8. Prepares, updates, and revises job descriptions for all employees in the Facilities Management Department, which recommendations are given particular weight by the Kendall County Board for final approval.
 9. Serves as a member of management's negotiating team in labor negotiations and, in this role, assists the County Administrator and Kendall County Board with the development and implementation of management's proposals and short-term and long-term labor relations strategy for the Facilities Management Department.
 10. Ensures all Facilities Management Department employees comply with all applicable ordinances, laws, regulations, policies, procedures, and union contract requirements.
 11. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies, procedures, and union contract requirements.
- D. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Facilities Management Department, which duties include, but are not limited to the following:
1. Prepares and submits the annual budget for the Facilities Management Department to the County Board for approval.
 2. Prepares, reviews, and adjusts Kendall County's annual operating budget and capital improvement budget within pre-approved budget parameters.
 3. Monitors and authorizes expenditures for the Facilities Management Department within pre-approved budget parameters and retains records regarding the same.
 4. Serves as the County's ADA Coordinator and oversees ADA compliance for all County-owned buildings, associated facilities, systems, and equipment.
 5. Oversees the management of the County's telephone and voicemail system networks and makes recommendations for systems updates including software, hardware and replacement systems, which recommendations are given particular weight by the final decision-makers (i.e., the Kendall County Board).
 6. Oversees the energy and other utility management needs for all County-owned buildings and associated facilities by performing duties including, but not limited to the following:
 - i. Coordinates and works with the County's vendors to determine where or what energy-related equipment and services need to be upgraded or replaced and provides recommendations regarding the same to the County Administrator and the Kendall County Board.
 - ii. Manages and maintains the County's centralized computerized energy management systems to determine appropriate settings are to make adjustments, as needed.
 - iii. Analyzes the County's utility consumption and implements measures to control and curtail utility expenses and consumption.

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- iv. Adjusts the County's energy and utility equipment and systems, as needed.
 - v. Negotiates deregulated contracts.
 - vi. Researches and recommends new technologies and/or equipment that is more efficient.
7. Develops and updates safety programs for County-owned buildings and associated facilities by performing duties including, but not limited to the following:
- i. Prepares and updates written safety plans.
 - ii. Develops and updates exit route diagrams for all County-owned buildings and associated facilities.
 - iii. Ensures that all safety equipment in County-owned buildings and facilities is current and in good working order.
 - iv. Develops and communicates safety programs/plans to Kendall County employees, County Administrator, elected officials, and Kendall County Board members.
 - v. Oversees and promotes a safe work environment by training staff.
 - vi. Assists in facility audits and tours with risk management groups, insurance agents, and code compliance officials.
 - vii. Inspects, documents, and reports all unsafe conditions to the County Administrator.
 - viii. Develops and provides recommendations for correction of safety concerns/unsafe conditions in County-owned buildings, associated facilities, systems, and equipment.
 - ix. Assists the County with implementation of approved corrective measures.
 - x. Enforces all applicable safety-related laws, regulations and procedures in the Facilities Management Department.
8. Provides technical expertise and project management in the planning, design and construction of new County facilities, renovation projects, and necessary maintenance by performing duties including, but not limited to the following:
- i. Ensures efficient, safe, and effective design, construction, installation, and maintenance of County-owned buildings, associated facilities, systems, and equipment.
 - ii. Manages and maintains drawing inventory, blueprints site plans, and creates new drawings and designs as requested by elected officials, department heads or as needed for projects.
 - iii. Oversees the competitive bidding process for facilities-related vendor services and capital projects.
 - iv. Coordinates legal review of facilities-related documents between the Facilities Management Department, the Kendall State's Attorney's Office, elected and appointed officials, the Kendall County Board, and the County's vendors.
 - v. Acts as the primary representative for the County on daily activities of major construction projects; coordinates meetings; and provides updates to the County Administrator, elected officials, and the Kendall County Board, as needed.

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9. Coordinates County-owned buildings and associated facilities related agreements for easements and other utilities with entities such as Nicor, ComEd, Comcast, AT&T and the City of Yorkville.
 10. Coordinates County facilities related inter-governmental activities between the City of Yorkville, IDOT, and other agencies.
 11. Responds to and resolves any facilities-related emergencies with County-owned buildings, associated facilities, systems, and equipment.
 12. Performs, as needed, the duties of the Assistant Director position.
 13. Manages camera and card access systems for County-owned buildings and associated facilities, which includes adding, changing and deleting authorized access from databases.
- E. Preserves the confidentiality and security of confidential information and information relating to all functions of the Facilities Management Department.
- F. Communicates effectively with all levels of the County's organization in both written and verbal correspondences, memoranda, letters, reports, and verbal conversations.
- G. Promotes a professional, positive, cooperative, and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
- H. Complies with all applicable ordinances, laws, regulations, policies and procedures regarding or relating to assigned job duties.
- I. Attends applicable County Board and committee meetings, as needed, to perform assigned job duties.
- J. Maintains availability outside work hours to respond to emergencies.
- K. Maintains regular attendance and punctuality.
- L. Travels to various locations both inside and outside Kendall County to perform assigned job duties.
- M. Performs other duties, as required or assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires excellent knowledge of the English language, spelling and grammar.
- Strong oral and written presentation skills.

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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- Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to quickly evaluate situations and draw reasonable conclusions
- Ability to read and interpret construction-related plans and specifications.

D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- Ability to display a positive, cooperative, professional and team orientated attitude.
- Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
- Ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
- Knowledge of principles and practices of local government structure and services.
- Skill in operating a personal computer, facsimile machine, and copiers.
- Ability to comply with all County policies and procedures and to adhere to set standards.

E. EDUCATION AND EXPERIENCE:

- A Associate's Degree from an accredited college or university in applied sciences or completion of an accredited apprenticeship program is required.
- A Bachelor's Degree from an accredited college or university in applied sciences, or equivalent work experience is preferred.
- A minimum of seven years of field experience in commercial, office, or building facility maintenance and repair is required.
- A minimum of four years in a management position is preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

- A current and valid driver's license is required.
- Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

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While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk and/or in meetings;
2. Occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds;
3. Use hands and fingers to finger, handle, type, write, and/or feel;
4. Reach, push and pull with one and/or both hands and arms;
5. Bend over at the waist and reach with one and/or both hands and arms;
6. Climb and balance at various sites;
7. Stoop, kneel, crouch, and/or crawl;
8. Talk and hear in person and via use of telephone;
9. Operate County vehicles and safety equipment;
10. Vision abilities include close and distance vision, and ability to view computer monitors and screens; and
11. Travel independently to other County office buildings and other locations, to perform job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. May be exposed to blood borne pathogens or other infections or contagious diseases.
3. May be exposed to dust, fumes, odors, smoke, gases and chemicals.
4. May be exposed to extreme temperatures.
5. May have to walk on rugged terrain while supervising work sites.
6. The noise level in the work environment is usually quiet to moderately quiet.
7. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
8. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee's Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee