

Kendall County Job Description

TITLE: Assistant Director of Facilities Management/Project Manager
DEPARTMENT: Facilities Management
SUPERVISED BY: Facilities Management Director
FLSA STATUS: Exempt
REVISED/APPROVED: September 6, 2022

Position Summary

The Assistant Director of Facilities Management/Project Manager (“Project Manager”) reports to the Facilities Management Director and serves in place of the Facilities Management Director in the Facilities Management Director’s absence. The Project Manager is responsible for assisting the Facilities Management Director with organizing, developing, administering and coordinating Kendall County’s facilities and information technology capital projects and planning through the request for qualifications (RFQ) and invitation to bid (ITB) processes from the initial stage through planning, design, construction/installation. The Project Manager shall be responsible for managing the delivery of services to operate and maintain Kendall County’s property, financial management, facility maintenance, procurement, and supplier management. In this position, the Project Manager shall be responsible for developing and maintaining professional relationships with Kendall County department heads, elected officials, and other key Kendall County representatives to support Kendall County’s capital planning goals and objectives.

Essential Duties and Responsibilities

1. Customarily and regularly performs management duties including, but not limited to, the following:
 - A. Serves as the direct supervisor for all Maintenance I and Maintenance II Technicians and performs supervisory responsibilities including, but not limited to the following:
 - i. Conducts interviews for Maintenance I and Maintenance II Technician positions.
 - ii. Makes recommendations to the Facilities Maintenance Director with regard to discipline, hiring and firing for all Maintenance I and Maintenance II Technicians, which recommendations are given particular weight by the Facilities Maintenance Director.
 - iii. Oversees training of all Maintenance I and Maintenance II Technicians.
 - iv. Assists the Facilities Management Director with conducting regular performance evaluations for Maintenance I and Maintenance II Technicians.
 - v. Plans, assigns, and directs work of Maintenance I and Maintenance II Technicians.
 - vi. Appraises employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
 - vii. Ensures that Kendall County Facilities Management Department staff adhere to and follow all applicable policies, procedures and union contract requirements.
 - B. Makes recommendations to the Facilities Maintenance Director with regard to policies and procedures applicable to the Facilities Maintenance Department, which recommendations are given particular weight by the Facilities Maintenance Director.
 - C. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, polies and procedures.
2. 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:
 - A. Oversees and performs various project management functions including, but not limited to the following:
 - i. Develops conceptual plans and budgets for facilities and other capital projects to support fiscal decision-making. Coordinates with Department Heads and Committees to facilitate rational planning, budgeting, and scheduling. Develops planning documents for initiation of projects to gain approval of the County Board.
 - ii. Manages and coordinates the activities of a designated project with a specific timeframe and funding amount to ensure that goals or objectives of the project are accomplished within specified timeframe and funding parameters.
 - iii. Prepares, post and solicits Invitation to Bid (ITB) and Request for Qualifications (RFQ) documents. Conducts all necessary meetings and answers questions, reviews bids and recommends award of contract to facilitate the successful completion of the ITB and RFQ processes.
 - iv. Ensures that Kendall County’s Facilities Management Department adheres to Kendall County’s procurement-related procedures and ordinances.
 - v. Works with all applicable Kendall County departments, elected offices, and Kendall County Board committees to create, review and execute facilities-related contracts and other legal documents necessary for projects.
 - vi. Prepares and/or participates in the preparation of abstracts, research reports, funding proposals, operations and procedure manuals and other written material and documentation as required.
 - vii. Performs research, data and financial analysis during the ITB or RFQ process and provides reports and recommendation to specific Kendall County Board committees and Kendall County department heads and elected officials.
 - viii. Monitors and reports on all phases of planning and construction to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.

- ix. Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance for specific functions.
- x. Develops and maintains each project's budget.
- xi. Prepares, reviews and processes any change orders for Kendall County Board committee and Kendall County Board approval.
- xii. Prepares project reports and controls expenditures in accordance with budget allocations.
- xiii. Receives and reviews pay requests from professional consultants and contractors and processes payments approved in the project budget.
- xiv. Monitors and facilitates resolution of construction contract disputes and claims.
- xv. Coordinates with facility occupants, communicating any construction or repair schedule and organizing contractors and vendor access.
- xvi. Minimizes the County's liability regarding by ensuring compliance with local, state, and federal regulations by enforcing policies, laws, and regulations governing environmental protection, hazardous waste disposal, and the use of chemical substances and materials.
- xvii. Develops, maintains and enforces safety plans for all Kendall County buildings and property.
- xviii. Ensures effective, timely written and oral communication with consultants and internal customers during all phases of design and construction.
- xix. Implements and maintains new and existing standards of practice for Kendall County project management.
- xx. As directed by the Facilities Management Director, serves as Kendall County's point of contact for capital improvement projects.
- xxi. Attends workshops, seminars and training on Project Management and other related topics on Capital Improvement Planning and Budgeting.

Establishes current and long range goals, plans, and policies and procedures within the scope of Capital Project Management.

- B. Oversees and administers preventive maintenance functions in accordance with Kendall County standards, building protocol, manufacturer recommendations, and industry best practices by performing duties including, but not limited to:
 - i. Manages the County's preventive maintenance program, processes, guidelines, and tools for conducting regular and routine maintenance on equipment and assets to keep them in good condition so as to avoid failure and costly unplanned downtime.
 - ii. Oversees cleanliness, organization and inventory of parts, tools and attic stock in mechanical, electrical, IT and storage rooms.
 - iii. Schedules maintenance technicians and vendors to perform preventative maintenance, repairs and replacement of mechanical, electrical and audio/visual equipment including, but not limited to, HVAC, boilers, fans, UPS equipment, motors, pumps, back-up generators, fire pump(s), sump pump(s), ejector pumps, backflow preventers, surveillance, access control and panic systems.
 - iv. Monitors and coordinates the replacement of lamps, light fixtures and signage.
 - v. Assists the Facilities Management Director with budgeting for third party preventative maintenance vendor service agreements.
 - vi. Manages third party vendor agreements and day-to-day activities of onsite vendor staff providing annual preventative maintenance contracted services such as Fire Alarms/Sprinklers/Extinguishers, Janitorial, Landscaping, Snow/Ice Removal, Pest Control, Elevator Inspection/Repairs, etc.
 - vii. Oversees, schedules, and coordinates access for third party vendors providing inspection, preventative maintenance, scheduled and contracted services; including, but not limited to: Fire Alarms/Sprinkler/Extinguishers, Janitorial, Landscaping, Snow/Ice Removal, Pest Control, Elevator Inspection/Repairs and Roofing Inspection/Repairs. Accompanies all vendors when necessary.
 - viii. Coordinates security clearance access for vendors working in secure Kendall County buildings.
 - C. The above-referenced job duties include the exercise of discretion and independent judgment with respect to matters of significance and their recommendations regarding the same are given great weight by the Facilities Management Director.
 - D. When scheduled, serves as being "on-call" to manage off-hour & weekend repair issues along with other operational emergencies.
 - E. Attends County Board meetings, County Board committee meetings, and any other meetings as assigned by the Facilities Management Director.
- 4. Complies with all applicable federal, state and local laws, regulations and ordinances regarding or relating to assigned job duties.
 - 5. Maintains regular attendance and punctuality.
 - 6. Travels to and from meetings, training, conferences, and other County office locations to perform assigned job duties.
 - 7. Serves as the acting Facilities Management Director during the Facilities Management Director's short-term absences and/or as otherwise directed by the Kendall County Facilities Management Director and/or Kendall County Administrator.
 - 8. Performs other duties, as required or assigned.

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.

1. Language Skills:
 - A. Ability to research, read, and interpret documents and simple instructions.
 - B. Ability to prepare documents, reports, plans, minutes, agendas, and correspondence.
 - C. Ability to listen, understand information and ideas, and 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.
 - D. Requires proficiency in the English language, spelling, and grammar.
 - E. Ability to express oneself clearly and concisely both orally and in writing.
 - F. Strong oral and written presentation skills.

2. Mathematical Skills:
 - A. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - B. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
 - C. Knowledge of basic accounting principles and practices and office management procedures.
 - D. Ability to prepare, revise and interest financial and budgeting spreadsheets and documents.

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

4. Other Skills, Knowledge and Abilities:
 - A. Strong organization skills and attention to detail.
 - B. Excellent prioritization skills and the ability to meet deadlines.
 - C. Ability to display a positive, cooperative, professional, and team oriented attitude.
 - D. Ability to follow guidance and work independently until project completion.
 - E. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
 - F. Ability to maintain flexible work hours, including, but not limited to evenings and weekends, as needed.
 - G. Ability to prepare, revise, work with, and maintain confidential information and trade secrets.
 - H. Proficient knowledge of all of the following:
 - i. Facilities planning and construction management processes, procedures, laws, regulations and ordinances;
 - ii. Applicable zoning, building and life safety codes and regulations;
 - iii. Building systems including, but not limited to HVAC, mechanical and electrical systems;
 - iv. Current costs of new construction, escalation factors, and market trends;
 - v. Operating a personal computer, telephone, facsimile machine, and copiers; and
 - vi. Using the Internet and specialized department software to extract and record data; and
 - vii. MS Word, Excel, Outlook, PowerPoint, Visio & Project and other Project management and accounting software.

5. Education and Experience:
 - A. A minimum of a Bachelor's Degree from an accredited college or university is required, with major course work in Technical or Project Management desired.
 - B. A minimum of five years' prior professional experience in HVAC Preventative Maintenance & Repairs, Construction Management, Project Management, Facilities Management or Procurement is required.

6. Certificates, Licenses, and Registrations:
 - a. Valid and current Illinois Driver's License;
 - b. Ability to pass State of Illinois background screen including fingerprint analysis as this position requires access to secured facilities such as the Kendall County Corrections Center for which such criminal background screening is required.

Physical Demands

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

1. Frequently sit for hours at a desk, in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 10 pounds.
3. Stand and walk on uneven ground and at development sites;
4. Use hands to touch, handle, type, write and/or feel;
5. Reach, push and pull with one and/or both hands and arms;
6. Bend over at the waist and reach with one and/or both hands and arms;
7. Climb and balance at various sites;
8. Stoop, kneel, crouch, and/or crawl;
9. Talk and hear in person and via use of telephone;
10. Operate County vehicles and safety equipment;
11. Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens; and
12. Travel independently to various sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

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:

