



COUNTY OF NYE

CLASS TITLE: DIRECTOR, FACILITY OPERATIONS

BASIC FUNCTION:

Under the direction of the County Manager, manages all aspects of the integrated facility operations and services of a free-standing organizational component of Nye County occupying multiple geographically separated sites. Oversees the supervision of a large, multi-trades workforce engaged in activities associated with the operations, maintenance, and housekeeping of the component's various facilities sites. Plans, oversees, and coordinates the implementation of construction and capital improvement projects, and directly participates in overall facilities planning for the County.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Provides technical leadership for the integrated physical plant activities and programs of the component, to include maintenance and construction, facilities management, custodial services, light duty vehicles and grounds and landscaping.
2. Oversees all facets of the daily operations of the organizational unit, ensuring compliance with county, state, and federal laws, policies, and regulations.
3. Works with the County Manager to oversee the planning, coordination, and implementation of major capital improvement projects for the County.
4. Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
5. Oversees the activities of external and/or internal contract personnel; monitors and inspects work to ensure adherence to contract specifications and industry standards.
6. Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the unit.
7. Develops and implements systems and processes to establish and maintain records for the operating unit.
8. Evaluates preventive maintenance programs; modifies programs to increase efficiency and effectiveness.
9. Develops, implements, and administers a multifaceted operating budget, to include salaries and benefits, utilities, and supplies.

10. Establishes and maintains appropriate customer services procedures and standards; interfaces with customers and resolves problems and conflicts as necessary.
11. Remains available to the component on a 24-hour, 7-day on-call basis as principal respondent to physical plant emergencies and off-standard situations, as required.
12. Oversees the development and implementation of physical security, safety, and disaster recovery programs, procedures, and operations for the facility.
13. Consults and interacts with Planning Department, Public Works Department, Purchasing Department, and external consultants as appropriate regarding facilities modification/repair options, strategies, and cost; develops project specifications and prepares bid documentation.

Knowledge of:

Integrated understanding of the physical plant and facilities services operations of a large, complex institutional facility; Faculty and/or staff hiring procedures; Employee development and performance management skills; Budgeting, cost estimating, and fiscal management principles and procedures; Project management skills; Building trades repairs and maintenance; Federal, state, and local codes and ordinances pertinent to facilities planning, design, construction, and maintenance; Customer service standards and procedures.

Ability to:

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures; Ability to foster a cooperative work environment; Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; Ability to provide technical leadership and direction to technical and support staff in a range of physical plant trades; Project planning skills; Ability to communicate effectively, both orally and in writing; Ability to develop and maintain recordkeeping systems and procedures; Ability to respond outside of normal working hours on an on-call or pager basis; Ability to develop and implement facility safety, security, and disaster recovery programs and procedures; Skill in the use of computers, preferably in a PC, Windows-based operating environment; Skill in organizing resources and establishing priorities; Skill in the use of personal computers and related software applications.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High school diploma or GED with more than 10 years experience directly related to the duties and responsibilities specified.

LICENSES:

Possession of a valid Nevada driver's license is a requirement for this job.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Buildings and Grounds maintenance Crews, custodians and all subordinate operations and clerical support staff. Vendors and out-source contracting performance.

CONTACTS:

Department heads and personnel of Nye County, co-workers, other department personnel, vendors, out-source contractors and community members.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Light physical effort. Requires handling of average-weight objects up to 10 pounds or some standing or walking. Effort applies to no more than two (2) hours per day. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Subject to construction and repair environment, including dirt, dust, fumes, smoke, loud noises and moderate temperature variation.