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| EXEMPT (Y/N): | Yes                    | JOB CODE:       | CSC Exempt |
| DEPARTMENT:   | General Services       | CLASSIFICATION: | 250        |
| SUPERVISOR:   | Board of Commissioners | SALARY RANGE:   | E06        |
| UNION (Y/N):  | No                     | LOCAL:          | NA         |

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**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the General Services Department for Columbia County which primarily oversees facilities and forest, parks and recreation programs. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develop, implement and coordinate a facilities management plan for the County. Ensure the proper maintenance and layout of the County facilities, properties and parking lots. Assist with the development and coordination of such plans for off-site County buildings (such as the Transit Center, Transfer Facilities, EOC, Road, Parks and Fair Departments). \*Work done at the Justice Facility is at the request and invitation of the County Sheriff and/or Community Justice Director.

Develop for approval, implement and coordinate a capital management plan for County properties, facilities and certain equipment. Assist with the development and coordination of such plans for individual County departments.

Ensure provision of adequate maintenance, custodial and janitorial services to Courthouse buildings and grounds. Oversee maintenance/repair and remodel project needs and completion. Maintain assigned property and equipment.

Direct, review and approve the preparation of plans, standard specifications, cost estimates and bidding procedures for a variety of park construction projects. Manage the construction and inspection of park improvement projects.

Conduct inspections of facilities, parks and equipment to ensure proper maintenance.

Provide assistance in planning, coordinating and scheduling resources as requested for the Solid Waste and Property Management programs.

Plan, organize and coordinate all physical/facilities phases of County fire, safety and security operations. Serve on and work with the County Safety Committee to address any and all safety issues regarding facilities, equipment and/or vehicles.

Coordinate departmental activities with other allied county and state agencies. Represent Columbia County on facilities and parks related legislative issues.

Administer contracts for the planning, permitting, design, construction and operation of County facilities and parks. Ensure that facilities and parks comply with current state and federal regulations and operate within the requirements of the applicable permits and operation plans.

Serve as Project Manager for various facilities projects in County facilities and parks and elsewhere as assigned.

Promote and market park use with service groups, the media, and at events and other opportunities. Work with sporting groups and other organizations to encourage the use of County Parks.

Develop and maintain appropriate policies and procedures.

Perform duties of the Facilities and/or Parks Maintenance Mechanic when required.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Research grant opportunities for facilities and parks, prepare grant applications, and make written, oral and visual presentations to selection committees.

Meet and consult with as needed the Parks Advisory Commission, the Planning Commission and Board of County Commissioners, etc., to advise, present and explain departmental/County issues, policies and requirements.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise 4-8 employees.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointment authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to

- optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
  - Coordinate all personnel functions with the Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in business, public administration, construction management, urban planning or political science or closely related field. Six years' experience in the general services areas of responsibilities, including supervisory duties. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**SPECIAL LICENSES, CERTIFICATIONS:** Possession of a valid driver's license and an acceptable driving record. Preference for possession of the International Facility Manager's Professional certification from the International Facility Manager's Association.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of facilities and parks management principles and practices. Considerable knowledge of building construction, materials and methods. Basic knowledge of County and State building and zoning laws and codes. Working knowledge of building construction terminology and techniques. Thorough knowledge of supervisory principles and practices of human and financial resource management.

Familiarity and skill with personal computers and standard business software programs, such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.

- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in the office and in the field. Physical demands for the position while in the office are minimal. Field inspection work require bending, climbing, crawling in confined areas, and walking in structures under construction, on uneven ground. A reasonable amount of driving is required. Work regarding facilities/grounds/communications projects may necessitate the movement of materials in excess of 60 pounds. Periods of half an hour to two hours of stooping, extended periods of walking and/or standing, climbing stairs are required.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment while in the office. Field work will expose position to all weather conditions and a wide variety of terrains. Driving is a regular requirement of the position. The employee may be required to travel at night time or on weekends or in inclement weather. The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. After hours response to facilities emergencies occasionally required.