



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Building Operations and Maintenance Manager
Department: Building Operations and Maintenance
FLSA Status: Exempt
Job Code: 3945
WC Code: 9015
Effective Date: January 30, 2006
Last Revised: July 1, 2014
Pay Grade: NU18
Union: Non-Union (Management)

SUMMARY

Plans, implements, evaluates, and directs and participates in remodel, maintenance and repair work on buildings, electrical systems, plumbing systems, heating and air conditioning and related building repairs; carpentry work including roofs, cabinets, counters, shelves, and doors; supervises the activities of maintenance and custodial personnel; monitors the activity of contractors performing work on County buildings; does related work as required. Work is performed under the general supervision of the Board of County Commissioners, who reviews work on the basis of results attained, and for conformance to standard procedures and established practices. Supervision is provided to the Custodial Supervisor and personnel assigned to the Building Operations and Maintenance department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Responsible for personnel management in the areas of interviewing, training, developing, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, resolving disputes and problems, assisting in grievance resolution, and compliance with all applicable laws and guidelines. Makes decisions on the hiring and termination of employees in accordance with county policies. Ensures assigned employees comply with County and OSHA safety policies and that they receive proper on-going education and training.
2. Directs activities of the Building Operations and Maintenance workgroup to ensure unity, minimum downtime, maximum availability of County buildings and facilities, and minimize disruptive impacts.
3. Responsible for the preparation, monitoring, and reporting of the department budget and ensuring that program delivery occurs within approved funding levels. Ensures building remodel, repair and maintenance is performed within budgetary appropriations.
4. As part of the budgeting process, develops an overall annual Facilities Plan which includes, but may not be limited to: short and long term goals; annual department operational and budget policies; budget summaries

for the department; long range capital improvement program; long range equipment acquisition program; and facility and maintenance management programs.

5. Maintains and improves a computerized building management information system for evaluating and establishing: building repair and maintenance needs; building operation costs; custodial costs; appropriate inventories; repair costs; and managing Josephine County's building and facilities in an efficient manner. Recommends BOM rates for various departments based on accumulated records and anticipated costs.
6. Writes proposals and contracts for outside services and certifies vendor compliance; provides labor and material estimates as required. Contacts manufacturers and vendors to obtain information, availability or costs of estimates for building and facility major repairs, to include approval of prequalification of contractors. Develops bid specifications and cost estimates for building and facility major repairs. Participates in capital and grant projects as assigned.
7. Develops, implements, monitors, and assures a comprehensive preventative maintenance program for servicing buildings and equipment.
8. Schedules appointments, determines priorities and establishes general work plan for the operation, maintenance and repair of buildings and equipment. Assures that a safe working environment is maintained in work areas.
9. Interprets and applies buildings and facilities related laws and regulations. Assists in assuring that contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed and administered.
10. Provides information regarding County properties and facilities as needed to assist in the negotiation of leases and/or sales of properties. Acquires and administers public contracts and maintenance agreements related to Josephine County real property.
11. Maintains listing of all county owned properties and works with management and the Board of County Commissioners regarding the utilization of all properties.
12. Makes recommendations to the Risk Manager regarding risk management issues, determines the highest and best use of a building / facility / property and disposition of such properties.
13. Coordinates with Realtor(s) as assigned by the Board of County Commissioner's to provide information and access when the County is buying or selling property.
14. Develops and maintains a long-term facilities plan for all County buildings.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of department personnel. Is responsible for the overall direction, coordination, and evaluation of staff. Carries out supervisory responsibilities in accordance with County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Associate's Degree and five years progressively responsible experience in building maintenance/repair in at least two of the building trades, preferably supplemented with training in mechanical engineering, construction engineering, business administration, public administration or related field; and three years of supervisory experience; or any satisfactory combination of experience and training.

JOB IMPACT

Disruptions to work flow and delivery of County services may occur if work is not scheduled, coordinated and completed in a timely and efficient manner.

JOB CONTACTS

Contacts manufacturers, contractors and vendors to obtain information, availability, and estimates.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Driver's License; safe driving record. Preference given to candidates with Oregon Electrical License.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Must pass Criminal Justice Information Systems (CJIS) security clearance.

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 frequently exposed to risk of electrical shock and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; and extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Three Dimensional Vision			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ionization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>