



Assistant Manager, Buildings & Facilities (1205)

FLSA Status: Exempt

Pay Grade: 20

Safety-Sensitive: No

Purpose

The purpose of this classification is to assist in directing and supervising construction and maintenance projects on County buildings and facilities, including the supervision of staff, coordination of contractors, and participation in the County's major capital construction management process under the supervision of the Building and Facilities Manager.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Plans, organizes, and supervises the work of inmate construction crews and maintenance technician employees: communicates assignments and standards; assigns and monitors work orders; inspects work areas, facilities, equipment storage areas to ensure that the quality and scope of the work is at the required level; and maintains a thorough inventory of tools, equipment, and materials used by facilities maintenance staff.

Oversees general building maintenance and repair services for County-owned facilities: oversees and inspects skilled work, to include carpentry, plumbing, electrical, etc.; maintains accurate records on cost of routine maintenance performed on all County buildings; assists Buildings and Facilities Manager with the coordination and monitoring of large construction projects.

Directs, monitors, and inspects work performed by outside contractors, as directed: assists with the development of bid specifications; collaborates with contractors to complete outsourced tasks and projects; reviews and approves contractor's work for quality, completeness, and conformity to contract specifications; consults with contractors; and prepares and maintains related records and reports.

Provides input on departmental budgeting: assists in the development of budget for buildings and facilities maintenance and construction; recommends budget allocations for maintenance staffing, equipment and capital improvement needs; and monitors expenditures to ensure compliance with approved budget.

Monitors and maintains safety: ensures safe work practices of assigned staff; prepares and conducts safety meetings; monitors safety of buildings and facilities.

Performs other related duties as required.

Minimum Qualifications

Vocational or technical school training in a building or construction trade; supplemented by three years of progressively responsible experience in building construction and maintenance, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require very moderate physical effort involving lifting, carrying, pushing or pulling between 12 to 20 pounds of weight. Requires some stooping, kneeling, crouching, crawling, or prolonged standing in light work.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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