

TITLE: Building and Grounds Director

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DEPARTMENT: Building and Grounds, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of the Building and Grounds Department.

MAJOR DUTIES:

- o Establishes priorities, policies, and procedures for the Building and Grounds Department.
- o Coordinates the daily operations of the department.
- o Establishes department priorities.
- o Develops and monitors the annual budget.
- o Develops project specifications.
- o Coordinates projects with other departments.
- o Prepares cost analysis reports.
- o Inspects properties for safety.
- o Coordinates the storage and destruction of documents.
- o Coordinates storage for auction items.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of construction materials, methods, and standards.
- o Knowledge of building and grounds maintenance activities.
- o Knowledge of pesticide and herbicide application.
- o Knowledge of the operation of heavy equipment.
- o Knowledge of computers and job related software programs.

- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director of the Facilities Management Division assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county policies and procedures, building codes, safety standards, ADA standards, HIPAA standards, environmental hazard guidelines, government records retention and destruction schedules, and pesticide and herbicide application regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Building and Grounds Department. Success in this position contributes to a safe and well maintained work environment for county personnel.

PERSONAL CONTACTS: Contacts are typically with elected officials, division and department directors, county employees, county consultants, engineers, contractors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all department personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.