

TITLE: Assistant Building and Grounds Director

BG/2-626

DEPARTMENT: Building and Grounds, Fayette County

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

MAJOR DUTIES:

- o Hires, trains, directs, assigns, supervises, evaluates, and disciplines personnel.
- o Assists in overseeing the day-to-day operations of the department.
- o Develops project specifications.
- o Assists in the administration and maintenance of the annual budget.
- o Oversees the work of contractors.
- o Oversees department safety programs; enforces safety standards
- 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 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 Building and Grounds Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

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.

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 assist in directing 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; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light objects.

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 assigned 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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- 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.