

Classification Title: Facilities and Field Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Plans, organizes, prioritizes, and directs the operations of the Field Services Division (in the General Services Department) by applying specialized/technical knowledge to a multi-task business environment. Manages and directs all areas of division work that includes major work groups/programs: contract administration, constructions services, emergency, environmental remediation, hard surfaces, horticulture, inclement weather response, landscape maintenance, road name signs, safety, sign/graphics, and downtown streetscapes maintenance. Implements division business plans through smart sourcing to ensure most efficient and competitive service delivery at the lowest cost while maintaining quality industry standards.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Administers and manages staff in the Field Services Division to maintain all insources services competitive to private and municipal sectors through cost effectives, service efficiency, current program information and staff trained for optimal performance. Plans, schedules, and issues all major projects. Prepares evaluations, budget, division reports, and researches and purchases supplies and equipment.
2	S	Performs committee work with multiple and widely diversified County, municipal state, federal, and private groups. Work involves regular meetings, work session, planning, prioritizing, and other duties.
3	L	Administers all division project, professional service, and maintenance contracts. Prepares bid packages and drawings. Review work of architects and engineers. Monitors work of contractors.
4	L	Reviews and comments on construction plans and drawings for CIP and GSA/Special Projects on County facilities or parks. Makes recommendations or improvements and does inspections on work in progress and completed.
5	L	Coordinates Division’s response to emergency and inclement weather events on short notice.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Environmental Design or related field.
Experience	Seven years of experience Administration, Supervision, Facility Management, and Design
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Prefer Continuing Education Credits in Design, Signage, Construction, Landscape/Horticulture, Hard Surfaces, OSHA, EPA, ADA, NCDOT, NCDENR. Class C Driver's license required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Oversee budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, phone, 2-way radio, page, cell, camera, measuring tape, measuring wheel, design/drafting supplies.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, safety vest.