

Yellowstone County Class Specification

Class Title	Facilities Superintendent
Class Code Number	6020
Grade	J
FLSA	Exempt
EEO Function	Financial Administration (1)
EEO Category	Officials and Administrators (1)
Date	January 2007

Job Summary

Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures and utility systems of buildings and maintaining grounds at the Yellowstone County Court House, Detention Facility, Youth Services Center, Western Heritage Museum, Sheriff's Office, Miller Bldg., and Yellowstone County Museum. Works closely with architects and builders; plans the utilization of space and facilities for the Yellowstone County courthouse; does related work as required.

Distinguishing Class Features

Responsible supervisory work that manages the construction and repair projects and maintenance programs for County facilities, buildings and grounds. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Election/Facilities Director, the BOCC, Emergency Services Director, department heads, supervisors, private contractors, other county employees and the public. Because the work at the Detention Facility and Youth Detention is performed in proximity with persons charged with misdemeanor and felony offenses, the work involves an element of personal danger.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- Organizes, coordinates and directs the maintenance, construction and repair of Yellowstone County's buildings, grounds and equipment;
- Responsible to ensure buildings are maintained by developing preventative maintenance plans;
- Prepares specifications and evaluates quotes and plans from architects and contractors;
- Coordinates construction contracts activities with BOCC, departments, architects, engineers and contractors;
- Prepares, participates and /or monitors construction budgets;
- Plans utilization of space and facilities consistent with BOCC guidelines to enhance organizational efficiency within available funds;
- Reviews real estate contracts for compliance with specifications and suitability for occupancy;
- Inspects buildings and office areas to evaluate air circulation, lighting, location and size;
- Directs workers engaged in ground maintenance activities such as mowing lawns, disposing of leaves and snow removal;
- Approves usage of the Courthouse Park;

- Monitors County owned parking lot, curiosity parking criteria and eligibility;
- Performs inspections and accompanies inspectors reviewing fire codes, boiler operation, insurance coverage, safety issues and forwards recommendation to the BOCC;
- Responsible for supervision of buildings and grounds staff;
- Orders and maintains parts and supplies inventory;
- Responsible for the custodial maintenance contract.

Required Knowledge and Abilities

Knowledge and understanding of:

- Building codes and regulations;
- Construction methods and procedures;
- Maintenance operations, procedures and equipment;
- Structural concepts, HVAC, electrical, plumbing and mechanical systems;
- Detention facility security, control and locking systems;
- Preventative and equipment maintenance programs;
- Supervisory principles and practices;
- Safety rules, procedures and practices;
- Governmental code of fair practices;
- Word processing software.

Skill to:

- Draw design layouts;
- Inspect completed work;
- Read blueprints and schematics;
- Teach and encourage others to learn new practices and procedures to accomplish work objectives.

Ability to:

- Diagnose and develop solutions for complex construction or mechanical problems;
- To respond with accuracy and speed under pressures of time and deadlines;
- Develop bid proposals and review specifications;
- Communicate effectively at all levels of the organization;
- Organize, prioritize, supervise and evaluate the work of others;
- Speak clearly and persuasively in positive or negative situations;
- Write clearly and informatively, varying writing style to meet needs;
- Read and interpret written information;
- Observe safety and security procedures;
- Promptly respond and handle difficult or emotional complaints from the public;
- Work within an approved budget by developing and implementing cost saving measures and conserving organizational resources;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, subordinate staff, contractors and the general public;
- Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of supervisory and construction management tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Meet challenges with resourcefulness through original thinking and creativity.

Reporting Relationships

Supervision is exercised over the work of the Facilities Engineers, Assistant Facilities Superintendent and support position. Liaison with the seasonal county cemetery employee.

The Facilities Superintendent reports to the Elections/Facilities Director.

Decision-making Authority:

Decisions made include specifying the material needed to do the jobs; how to do a job to ensure that design and code criteria are followed; assigning and scheduling building maintenance workers to do jobs; the design of remodeling or construction projects; hire, train, and supervise employees and conducting performance appraisals of staff; approving annual or sick leave requests; expending budget dollars for materials and supplies; and ordering supplies and materials.

Decisions referred include the major purchase of equipment; major remodeling projects; when to bring in contractors to complete the project; recommendations regarding staff changes and disciplinary actions; budget adjustments; and changes in policies or procedures.

Challenges and Problems:

Challenge to balance the space demands of departments with available budget and countywide efficiency; to respond timely to breakdowns; effectively supervise a work force; coordinate the budget for and requisition materials and tools; coordinate work with another agency; receive materials on time and schedule around back ordered materials; train personnel; prepare job assignments; coordinate schedules with contractors; properly prioritize jobs; select the correct materials and staff to do an assignment; deal with personnel problems and conflicts.

Typical problems include meeting the day to day needs of the facility while still completing scheduled improvements; preparing materials list needed to maintain facilities; meeting deadlines; planning future maintenance work to avoid crisis and shutting down systems to make emergency repairs while creating the least possible inconvenience for the users of the system.

Minimum Qualifications

Education/Experience/Training:

- Bachelor's degree in Facility Management, Business Administration, Engineering, or closely related degree, and three (3) years' experience in maintenance and repair of buildings and equipment, including supervisory experience; **or**
- Associate degree in industrial arts, Mechanical or Electrical trades, Facility Management, Business Administration, Engineering, or closely related degree; and five (5) years' experience in the maintenance and repair of buildings and equipment, including supervisory experience; **or**
- Any equivalent combination of education and experience totaling seven (7) years.

Desired Qualifications:

- Experience in a maintenance supervisory position beneficial.
- Experience with HVAC systems, building management systems, OSHA regulations, plumbing and electrical systems preferred;
- Experience in negotiating maintenance and construction contracts, interaction with management personnel of all levels desired;

Certifications:

- Low Pressure Boiler license issued by the State of Montana;
- Valid Driver's License issued by the State of Montana.

Essential Physical Abilities

Essential Physical Abilities:

The physical demands described here 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.

- Clarity of speech and hearing that permits the employee to communicate well with elected officials, department heads, supervisors, employees, contractors and the general public;
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors, to read paper documents, to operate power tools, check electronic circuitry and repair a variety of structures and operate motor vehicles;
- Manual dexterity that permits the employee to operate power tools, weld and solder, repair a variety of structures and general office equipment, operate a personal computer, construction drawings, transport materials, files and equipment;
- Personal mobility that permits the employee to work in cramped and confined spaces, shovel snow, move construction materials to job sites; enter, operate and exit vehicles; to inspect construction and maintenance projects, sites and equipment;
- The employee frequently is required to sit and reach with hands and arms; occasionally required to stand, stoop, crouch, kneel, climb or crawl.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is most generally performed in an office environment;
- Job inspections are performed outdoors, in nearly every type of climate and weather condition;
- The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; and vibration;
- The noise level in the work environment varies from moderate to sporadically loud.

Accepted - Board of County Commissioners

Date Stamp
March 27, 2007

Amended – Grade change and updated experience

May 8, 2024