

**Van Zandt County  
Job Description**

**Job Title: Facility Manager**  
**Department: Building Maintenance**  
**Reports To: County Judge**

**FLSA Status: Exempt**

**Prepared Date: May 20,2022**

**SUMMARY:** The facilities manager is responsible for managing the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities. The position plans, budgets and schedules facility modifications, including providing or securing estimates on equipment, labor materials and other related costs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- develop and implement a facility management program including preventative maintenance and life-cycle requirements
- conduct and document regular facilities inspections
- ensure compliance with health and safety standards and industry codes
- allocate and manage facility space for maximum efficiency
- coordinate intra-office moves
- supervise janitorial, maintenance and repair of facilities and equipment
- oversee facility refurbishment and renovations
- implement best practice processes to increase efficiency
- obtain quotes and tenders from vendors and suppliers
- calculate and compare costs for goods and services to maximize cost effectiveness
- negotiate contracts to optimize delivery and cost saving
- coordinate and monitor activities of contract suppliers
- manage contractor and vendor relationships
- manage and review service contracts to ensure facility management needs are being met
- ensure delivery schedules, quantity and quality criteria are met

- check completed work by contractors and vendors
- verify payment and invoicing match contract pricing
- plan and monitor appropriate facility management staffing levels
- ensure efficient utilization of facility maintenance and janitorial staff
- performance manage, develop and train staff
- prepare and track facility budget
- monitor expenses and payments
- generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
- develop and implement cost reduction initiatives
- advise on and monitor energy efficiency
- oversee environmental health and safety
- assure security of the facility
- respond to facility and equipment alarms and system failures
- provide prompt response to requests and issues from facility occupants
- develops and administers the annual department budget

### **Competencies**

1. Customer/Client Focus.
2. Communication Proficiency.
3. Problem Solving/Analysis.
4. Project Management.

### **SUPERVISORY RESPONSIBILITIES:**

This position supervises various contracting crews, including janitors and building maintenance personnel.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **REQUIRED EDUCATION AND EXPERIENCE:**

1. BS or associate degree with technical training in plant engineering or factory/plant maintenance and
  2. Minimum of three to five years of progressive experience and responsibility in a maintenance field, two of which were holding a supervisory position directing a multifunctional maintenance staff.
- or
3. A combination of experience and knowledge in facilities and janitorial management to efficiently perform the responsibilities of this position

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Licenses:**

Must have a valid Driver's License with good driving record and proof of automobile liability insurance. Professional skills and trades licenses helpful.

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

### **Position Type/Expected Hours of Work:**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. However, the positions requires overnight on-call duty and the ability to work during nonstandard hours when the need arises.

### **Travel:**

Minor travel is expected for this position.

### **WORK ENVIRONMENT:**

Work is regularly performed in a combination of office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.