

**JOB DESCRIPTION**

**JOB TITLE:** FACILITIES DIRECTOR  
**REPORTS TO:** COUNTY COMMISSION  
**DEPARTMENT:** FACILITIES  
**CLASSIFICATION:** EXECUTIVE EXEMPT

**ORIGIN DATE:** MAY 2000  
**REVISION DATE:** JAN 2022  
**DEPARTMENT NO:**  
**JOB ZONE:** 7.0 to < 8.0

**I. JOB SUMMARY:** This is a full-time, exempt position. This position's primary duty is the management of the Facilities Maintenance Department. This position customarily and regularly directs the work of at least two or more FTE and has the authority to hire or fire other employees within their department. This person will oversee and supervise the management, use and maintenance of all facilities belonging to Lyon County, Kansas.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

**II. PRIMARY DUTIES:**

- a. Schedule, manage and evaluate the work of subordinate personnel.
- b. Interview, hire and terminate facilities department personnel.
- c. Supervise all installations, maintenance and upkeep on County grounds.
- d. Supervise the maintenance and repair of equipment and buildings.
- e. Oversee the scheduling, preparation, and booking use of all County facilities (except Lyon County Fairgrounds).
- f. Oversee the setup of meeting rooms and facilities.
- g. Establish short-term and long-term maintenance goals and needs.
- h. Prepares and administers the facilities department budget.
- i. Prepares material listings and compare quotes from contractors for remodeling projects.
- j. Monitor energy innovations available for facilities.
- k. Prepares reports on maintenance projects justifying costs.
- l. Oversee and maintain current vendor service contracts.
- m. Assist other departments in maintenance needs.
- n. Responsible for ordering and inventory of custodial supplies.
- o. Produce specifications for various projects, i.e air handling, carpeting, construction, etc.
- p. Oversee special projects.
- q. Oversee janitorial functions.
- r. Other related duties as deemed necessary.
- s. Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, the general public, fellow coworkers and management. Being pleasant with others on the job and displaying a good-natured, cooperative attitude. Maintaining composure, keeping emotions in check,

controlling anger, and avoiding aggressive behavior, even in very difficult situations.

- t. Must be reliable, responsible, dependable, and fulfill obligations.
- u. Must show up to work as scheduled.
- v. Perform other duties as assigned.

### **III. QUALIFICATIONS:**

- a. Requires a valid Kansas driver's license.
- b. Must pass physical, work screen, background check, and drug screening.
- c. Individual must have visual acuity to differentiate colors.
- d. **EXPERIENCE:** This position requires three to five years of progressive facility management experience. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in this position.
- e. **EDUCATION:** High school diploma, G.E.D. or equivalent required. Technical degree or college courses in facilities management or related field preferred.
- f. **SKILLS:** Thorough knowledge of facility maintenance and management principles and practices. The ability to read, interpret and analyze contractor blueprints, schematics, manuals and diagrams. Good mathematical aptitude, ability to interpret and analyze information and evaluate alternatives is necessary. The ability to develop and organize staff is mandatory. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful, and to have sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone. Ability to communicate orally and in writing.
- g. **Problem Solving:** Frequent problem solving is a factor in this position.
- h. **Decision Making:** Frequent decision making is required in this position including the scheduling of personnel and placing priorities.
- i. **Supervisory:** This position will supervise at least some regular employees and some part-time employees and event personnel. This person will receive very little supervision and should be a self-starter.
- j. **Working Conditions:** Some physical labor is required. Requires the ability to climb ladders and scaffolding and balance to inspect facilities and projects. Requires the ability to walk over rough terrain when inspecting grounds. Lift up to 50 pounds with possible brief periods of intense physical effort. Requires sufficient visual acuity to be able to read and write and operate equipment. Requires sufficient hearing level to be able to effectively communicate with others directly or by telephone.
- k. **Physical Requirements:**
  - i. **Employees hired after July 22, 2016:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-

employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LABORER MAINTENANCE: **The Company representative hereby acknowledges the following as valid physical requirements:**

1. Employee lifts/carries 80 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 50 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 20 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 100 pounds.
5. Employee's position requires pulling a maximum force of 100 pounds.

ii. **SAFE LIFTING CRITERIA:**

1. **Floor to knuckle:** 72 lbs
2. **12" to knuckle:** 72 lbs
3. **Knuckle to shoulder:** 36 lbs
4. **Shoulder to overhead:** N/A
5. **Carry:** 72 lbs
6. **Push:** 90 lbs force
7. **Pull:** 90lbs force

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).**

**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.**

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature\_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_