



## Salt Lake County Job Description

### Assistant Facilities Manager

**DEPARTMENT:** Human Services, Sheriff's Office

**DIVISION:** Library/Jail/0000

**JOB CODE:** 542 **GRADE:** 013

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** TRD

**EFFECTIVE DATE:** 09/03/2015

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Supervises and coordinates the daily operations of construction, maintenance, and custodial staff. Coordinates acquisition of maintenance and building materials, and coordinates major repairs and maintenance projects.

#### **MINIMUM QUALIFICATIONS**

Six (6) years of related experience, of which one (1) year must have been in supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Coordinates, supervises, and performs a variety of duties in remodeling, maintenance repairs, and construction projects.
- Reviews project requests and bids; prioritizes work orders and projects.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, and discipline. Provides feedback and accountability regarding work order assignments, personnel, budget concerns, and facility priorities. Positions in the Sheriff's Office may directly supervise inmate workers.
- Assists the Facilities Manager in preparing budget requests for staff, equipment, supplies, and materials.
- Coordinates and schedules improvement and/or repairs projects with other divisions and contractors.
- Identifies maintenance projects and repairs and assigns staff needed to accomplish tasks encountered.
- Serves as a project coordinator for a variety of carpentry construction projects. Reads blueprints and shop drawings; prepares cost projections for each project.
- Researches and recommends the use of new technologies, methods, tools, and equipment. Prepares reports and proposals.
- Oversees inventory and locksmith functions.

- Provides backup to the Facilities Manager in his/her absence.
- Performs inspections of facilities and grounds to monitor compliance with OSHA rules and regulations, checks for possible safety hazards, and makes recommendations to avoid future accidents.
- Ensures the appropriate governmental standards are followed on the use and disposal of toxic and hazardous waste materials.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Supervisory techniques
- Building construction techniques
- Standard safety practices and procedures common to facilities and grounds construction
- Safe operation of power tools, equipment, automobiles, and/or trucks
- Methods, materials, tools, and equipment necessary to perform facilities and grounds construction maintenance and repair work
- Maintenance and operation methods for buildings, building systems, and grounds
- Mechanical operations and methods of repairing small equipment
- Record-keeping principles and practices

### **Skills and Abilities to:**

- Use, maintain, and repair general and specialized mechanical and cleaning equipment
- Perform grounds maintenance and gardening
- Perform facilities and grounds construction, maintenance, and repair work
- Follow verbal and written instructions
- Keep accurate records
- Use correct cleaning methods and techniques, sanitation principles, fire codes and safe building operations, and cleaning chemicals and supplies
- Distinguish and use appropriate methods, materials, tools, and equipment necessary to perform facilities and grounds construction maintenance and repair work
- Learn and follow safety practices and procedures common to facilities construction, maintenance, and grounds maintenance

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

May be exposed to extreme outdoor temperatures and weather conditions for some duties.

May involve potentially dangerous situations that require compliance with safety precautions and the use of protective equipment.

Requires ability to lift, push, or pull objects weighing up to 75 pounds, climb or balance, bend, stoop, kneel, crouch or crawl, stand, walk, reach with hands and arms, and use arms simultaneously with upper and lower body twisting.

Positions with the Sheriff's Office work in the Salt Lake County Jail, which is a locked down facility, has direct contact with prisoners, and may be exposed to stress as a result of human behavior in a jail environment.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 01/16/2017/MP