



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, FACILITIES MANAGEMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Hidalgo County Director, Facilities Management reports to the County Executive Officer, and is responsible for construction, repairs, and maintenance of the Hidalgo County facilities. The director provides annual and long range planning for county facilities to include construction, renovation and renewal projects. Additionally, this position develops a schedule of general maintenance and upkeep programs in accordance with County strategic development planning, ensuring that safety, ADA accessibility, and security are maintained.

The duties of the position include responsibility for the management of various County department facilities at multiple locations (estimate: 150 buildings) and will participate in the construction phase of the new Hidalgo County Courthouse (7 floors - 375,000 square feet).

Manages and coordinates both major and minor project and plays active role in the development of the county's capital priorities.

This position is responsible for hiring, training, and supervision of employees, prepares, presents and manages the department budget, and administers contracts and has oversight for custodial services, outside contractor and vendors.

EXAMPLES OF WORK PERFORMED

Oversees and develops long-term strategies for integration, coordination and direction of construction, renovation, maintenance, and leasing of county facilities and building systems, and the development of long-term maintenance/replacement plans, including budgets, designed to offset the depreciation of facility asset value over time through functional obsolescence or cumulative wear and tear;

Plans short-term and long-term improvement plans for county facilities, which includes major building system equipment, new properties, and disposition of existing properties;

Plans, organizes, directs, monitors, reviews, and evaluates the overall operations and development of maintenance program areas including: administration, planning, design, construction, renovation, replacement, preventive maintenance, and repair of new and existing facilities and building systems and equipment; bond/capital projects; architecture, structural, mechanical, electrical, civil engineering, project management, building physical plant, HVAC, utility management systems; building maintenance; custodial; electrical; vertical transportation/elevation systems; life safety and security systems, including access control and master keying; parking facilities management; time and

cost estimating; leasing and acquisition of property; space management; and inspections compliance/codes. Oversees and ensures ADA compliance is met;

Directs the goals, objectives to be consistent with priorities, policies and procedures established by Commissioner Court. Monitors and oversees department operations to assure that services delivered are in compliance with statutory applicable laws, rules, regulations, building codes and ordinances, and applicable standards established by federal, state, and local laws, and by Commissioners Court and the department;

Makes recommendations regarding critical facility issues. Works with all elected officials and county departments to establish priorities and set schedules and budgets for timely completion of planning, design, construction, renovation, custodial, and maintenance projects;

Coordinates and works closely with officials, department heads, and outside agencies. Serves as professional technical advisor, and may represent the department and/or county with customers and media as assigned.

Works with and makes presentations to elected county officials, county departments, state and municipal officials, citizen groups and other policy-making entities regarding current and future development, planning, design, construction and maintenance or operation of county facilities;

Establishes and maintains effective public relations in a complex environment involving technical and non-technical personnel. Provides management, administration, organizational leadership, and team building. Manages and prioritizes programs, projects, and activities.

Performs technical research, calculations, and computations, and prepares estimates, plans, and reports. Interprets plans, specifications, standards, policies, procedures, and regulatory codes. Responds to inquiries from customers, regulatory agencies, or members of the professional community. Responds to, analyzes and resolves difficult inquiries, grievances, or complaints.

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

EDUCATION AND EXPERIENCE

Master's Degree from an accredited college or university in construction, architecture, engineering, business management, public administration or related field

Ten (10) years of full-time experience in facilities management and two (2) years of which must have been in a related supervisory/management capacity

Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

Certified Facility Manager (CFM) preferred

Facilities Management Administrator (FMA) certification preferred

Project Management Professional (PMP) Certification preferred

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in principles and practices, programs, systems, methods, and techniques of planning, design, construction, renovation and maintenance repair of new and existing facilities, and acquisition of properties;

Skill in using personal computers and office equipment

Knowledge in technical, legal, financial and public relation problems involved in the conduct of Facilities Management departmental programs;

Ability to work with mathematical concepts such as statistical interference, fractions, percentages, ratios, and proportions to practical situations

Ability to work well with others and participate fully in a team oriented environment

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 frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations