



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIVISION MANAGER I, FACILITIES MAINTENANCE**  
Grade: 14

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*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**

Performs moderately complex (journey-level) building maintenance planning and scheduling tasks. Oversees the Building Maintenance Division of the Facilities Management Department. Will be responsible for overall cleanliness, and the neat appearance of all County buildings, including the County Courthouse. Work involves supervising custodial staff, scheduling, assigning and inspecting work and tasks performed by custodial units, and requisitioning required supplies and equipment. The manager works under limited supervision with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Manages and directs the Building Maintenance Division staff in the performance of their duties

Manages the performance of general custodial functions such as sweeping, mopping, and dusting; the cleaning of office furniture, walls, windows, and floor; and emptying trash

Plans, schedules, and implements periodic major maintenance of all county building flooring

Coordinates the inspection of building for cleanliness, completed work, and needed repairs

Coordinates the requisition and distribution of supplies and equipment, and maintains records of supplies needed and used

Manages staff regarding job, workload, and job priorities

Coordinates work assignments with other departments to ensure efficient and effective use of all resources

Reviews and maintains reports of work activities

Prepares reports on functions of Building Maintenance Division

Maintains records related to inspection, maintenance, personnel records, and budget

Prepares budgets for staff, equipment, and supplies

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Plans, assigns, and/or supervises the work of others

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Associate's degree from an accredited college or university

Two (2) years of experience in the management of building facilities management

Two (2) years of experience in managing staff with responsibility for division budget planning and administration

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

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 of cleaning techniques and procedures, of inventory control principles and methods, and of safety and infection-control regulations and procedures

Skill in the use of custodial materials and chemicals and in the operation and maintenance of custodial equipment

Ability to inspect work areas and to plan, organize, and coordinate work projects

Ability to prepare operating budgets and plan, assign, and supervise the work of others

Must have a current valid Texas motor operator's license

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

### **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