

DIRECTOR OF MAINTENANCE AND CONSTRUCTION

GENERAL STATEMENT OF DUTIES: Performs highly technical and responsible work involving the construction and maintenance of County buildings and facilities; plans and/or oversees the design, plans and specifications of new construction and renovation of existing structures; acts as liaison between the outside contractors and the County; develops and executes scheduled building maintenance programs; monitors completed projects to ensure redress for unsatisfactory design, workmanship and/or materials; exercises supervision over assigned staff; serves at the sole discretion of and is appointed by, the Genesee County Board of Commissioners; performs related duties as required.

STATEMENT OF TASKS:

Plans, schedules, organizes and executes maintenance and repair of County buildings;

Exercises on the job control of contractual services in the construction of new facilities and the renovation of existing facilities acting as liaison between contractors, architects, the affected departments and the Board of Commissioners;

Carries out preliminary studies;

Follows construction through to completion;

Reviews and approves preliminary and final reports and studies for engineering design of all County building projects;

Analyzes and makes recommendations for change orders involving additions or deletions to construction plans;

Personally inspects all aspects of construction projects;

Oversees preparation and updating of standards and specifications for all building maintenance and construction work;

Prepares facility utilization regulations;

Prepares and updates budget and cost data;

Participates in the negotiation of leases and the sale and purchase of property;

Monitors facilities and projects to reduce and/or eliminate hazards to public and/or projects;

Grant administrator for the Remonumentation Project, which includes reporting to the State, compiling expense documentation, contracting with surveyors and coordinating the project with the County Surveyor.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of structural-mechanical engineering as applied to the construction, renovation and maintenance of buildings, grounds and facilities;

Ability to develop long term plans and programs and to evaluate work accomplishments;

Ability to establish and maintain effective working relationships with County officials, employees, outside contractors and the general public;

Ability to present facts and recommendations effectively in oral and written form;

Ability to analyze facts and exercise sound judgement in arriving at conclusions;

Ability to plan, supervise and review the work of maintenance, technical and clerical employees;

Ability to prepare budgets and analyze cost data;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

At least four (4) years of experience in structural design, construction and/or maintenance, including supervision of employees, and a college degree in a related field. Professional certification as an engineer or architect is desired.

Established: June 26, 2001
Revised: August 1, 2001


Human Resources Director