

Code: 7510

Title: FACILITIES MANAGEMENT DIRECTOR

**SUMMARY:** Plans, organizes and directs the operations involving the construction and maintenance of all Pima County buildings, facilities and grounds. This is appointed, unclassified and is exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and directs the operation, construction and maintenance of county buildings, facilities and grounds through professional, administrative and supervisory staff;  
Establishes and enforces operating policies and procedures;  
Develops and prepares departmental budget and reviews budget for all departmental expenditures;  
Reviews construction contract expenditures;  
Personally handles the most difficult and complex engineering design work;  
Inspects County facilities noting deficiencies and taking corrective action;  
Directs studies requiring recommendations affecting economy and efficiency of operation;  
Supervises and participates in the review of construction plans;  
Does liaison work with engineers, architects and others;  
Prepares reports;  
May personally supervise some departmental functions such as grounds maintenance, security, car pool and custodial.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- administration and engineering;
- relevant laws, rules and regulations;
- principles and practices of supervision.

Skill in:

- planning and directing a comprehensive construction and maintenance program;
- performing work in several areas of engineering such as general, civil, mechanical, electrical and architectural;
- assigning, supervising, training and evaluating the work of personnel;
- maintaining effective working relationships with others;
- expressing oneself clearly and concisely, both verbally and in writing.

**DESIRED QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in engineering or architecture and nine years of experience in physical plant engineering and administration.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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