

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director, Operations	<b><u>CLASS NUMBER:</u></b> 90013.5	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N22	<b><u>POSITION CONTROL #:</u></b> 030046
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Chief Operating Officer (033000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Deputy Director, Operations (2); Building Manager, Housekeeping		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

**JOB DUTIES:**

Responsible for assisting the director with planning, coordinating, and managing the inspection, maintenance, repair and preventative maintenance on the interior and exterior of County buildings, on equipment and on County grounds. Provide direction, instruction, project management, and technical assistance to the agency. Establish relevant policies and procedures. Monitor and assist in the management of certain operations of the agency. Plan, organize and direct operations of maintenance, repair, housekeeping, landscaping and other facilities-related functions. Oversee the design of operations projects. Conduct inspections of County facilities to ensure conformance with relevant standards independently and in conjunction with relevant oversight entities. Lead agency safety program and initiatives. Assist the managers and staff of each department with operations needs.

Provide input into capital and space needs. Lead procurement processes on behalf of the agency. Advise on cost estimates for maintenance operations and approve purchases. Make recommendations for the choice of projects and budgetary needs for initiation of individual projects and plans. Review invoices and ensure contractual partners' performance is in accordance with contractual terms. Prepare departmental budget reports. Compile and generate reports and daily tracking of operations functions. Conduct meetings with County agencies and offices regarding work requests and/or facility needs and concerns. Speak with public and answer facility-related questions.

Attend and participate in internal, external, and public meetings, including general session and briefing, on behalf of the agency. Attend weekly senior staff meetings as assigned. Participate in labor management meetings. Provide technical advice to the agency for building maintenance and strategic planning at County facilities. Define the agency's operations goals for the short, medium, and long term. Maintain knowledge of developments in building maintenance and operations and incorporate new developments. Research, develop, and administer facility-related assignments and/or special projects as directed.

Supervise assigned staff by reviewing and approving timesheets, maintaining standards. Prepare and administer employee performance evaluations and address performance-related concerns. Provide day-to-day management of assigned team. Prepare for and participate in staff meetings. Assist, train, develop and encourage staff in the performance of their duties throughout the year. Develop, set up and provide direction to staff. Maintain regular and predictable attendance. This position requires regular and consistent on-site attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting, management; supervision; safety practices; agency policy and procedures; public relations, human relations, government structure and process, office management, engineering. Skill in word processing; equipment operation. Ability to carry out simple instructions; recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; understand system of mechanical or other procedures; apply principles to solve practical, everyday problems; interpret variety of instructions in written, oral, picture, schedule form; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals, and manuals; deal with non-verbal symbols in formulas, equations, or graphs; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use algebra; use geometry and trigonometry; recognize safety warnings; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; interview job applicants effectively;

understand manuals & verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; prepare and deliver speeches before specialized audiences and general public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in mechanical, construction or related field with five (7) years of progressively responsible experience in building and facility maintenance and repair.

**Additional Requirements**

The position requires occasionally working outside of business hours (i.e., requires some late nights and weekends for maintenance). Must have and maintain a valid driver's license, with an accessible vehicle during working hours.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the transfer and promotion of other employees.

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. This is an unclassified position that serves at the pleasure of the Board of Commissioners.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date