

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Operations	<u>CLASS NUMBER:</u> 90009	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 033002
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Operating Officer (033000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Building Manager (033300) (033400) (033500) (034000) (035000)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director, Operations classification is to provide management and direction for the operations and maintenance of County facilities and grounds. Assist in the preparing of division budget. Supervise one or more division sections.

JOB DUTIES:

Plan, direct and manage day-to-day operations activities, which includes inspection, maintenance, repair and preventative maintenance on the interior and exterior of County buildings, on equipment and on County grounds. Supervise and assign work to assigned staff. Provide guidance and direction to Building Managers and their staff to ensure implementation of the County’s goals and objectives, with attention to ensuring the agency provides outstanding and courteous service to County agencies and offices and stakeholders.

Implement training programs. Participate in labor management meetings. Manage yearly budget preparation and administration requirements. Conduct meetings with County agencies and offices regarding work requests and/or facility needs and concerns. Advise on cost estimates for maintenance operations and approve purchases. Make recommendations to Director and Chief Operating Officer for the choice of projects and budgetary needs for initiation of individual projects and plans.

Maintain files of all correspondence and prepare necessary status reports for the agency. Provide input into capital and space needs. Assist in RFQ and RFP preparation and review. Ensure compliance with vendor contracts and specifications for facility maintenance and repair in conjunction with the Chief Operating Officer. Provide technical advice to the Director and Chief Operating Officer for building maintenance and strategic planning at County facilities. Maintain regular and predictable 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 management; supervision; safety practice; agency policy and procedures; government structure and process. Ability to deal with problems involving few variables in familiar context; deal with problems involving several variables in familiar context; apply principles to solve practical everyday problems; recognize safety warnings; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone on most tasks; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in mechanical, construction or related field with five (5) years of progressively responsible experience in building and facility maintenance and repair; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification required.

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.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

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