

## SUSQUEHANNA COUNTY POSITION DESCRIPTION

**TITLE: DIRECTOR OF PUBLIC FACILITIES**  
**DEPARTMENT: MAINTENANCE**  
**LOCATION: SUSQUEHANNA COUNTY COURTHOUSE**  
**REPORTS TO: CHIEF CLERK**  
**SUPERVISES: MAINTENANCE STAFF**  
**POSITION STATUS: NON-UNION**  
**PAY GRADE: NEGOTIABLE BASED ON EXPERIENCE**

### **General Summary:**

The Director of Public Facilities is a senior leadership role responsible for the strategic planning, management, and operation of all County owned or leased facilities. Work involves performing, supervising, and contracting for building/grounds maintenance and repair. This includes oversight of the maintenance computer system, custodial services, and grounds maintenance.

### **Minimum Requirements:**

- Education/Training: High School Diploma required.
- Must have experience involving facility maintenance including HVAC, boiler equipment, electrical, plumbing, building alarms, security, and utilities including gas, water, sewer, and fire.
- Experience in basic carpentry and remodeling.
- Excellent leadership, budgeting, project management, and interpersonal skills.
- Must possess VALID Pa Drivers' License.
- Must pass a background check and drug screening.

### **Knowledge, Skill and Abilities:**

- Knowledge of basic preventative maintenance, carpentry, remodeling, plumbing, heating, electrical work, lawn care, snow removal, and painting.
- Exceptional leadership skills.
- Knowledge of occupational hazards, safety precautions and OSHA requirements.
- Knowledge of methods, practices, materials, and tools used in ground and building maintenance.
- Skill in the care and use of tools and equipment used in building and ground maintenance.
- Ability to make accurate estimates of time and materials.
- Ability to assign and review the work of the maintenance and custodial staff.
- Ability to maintain records and generate reports upon request.
- Ability to work well with others, sometimes in close proximity or under difficult conditions.
- Ability to be on call 24/7 for emergencies.
- Ability to maintain integrity in the bidding process.

### **Duties and Responsibilities:**

- Provide direct supervision to Custodial and Maintenance crew.
- Assign and schedule minor and major projects.
- Establish, communicate, and enforce work and safety standards.

- Establish, communicate, and enforce policy and procedures.
- Determine work methods and materials.
- Evaluate work performance and provide direction and feedback.
- Maintain
- Plan and direct the work of the department
- Coordinate work requests from Department Heads and Elected Officials.
- Meet regularly with the Chief Clerk to plan for the timely completion of projects.
- Work with outside vendors and service personnel to schedule delivery of parts or services.
- Review warranties and service contracts to ensure the County receives appropriate services.
- Inspect the condition of all County owned or leased facilities.
- Inspect the work performed by outside contractors to ensure compliance with the contract.
- Evaluate the requests for repairs or renovation projects.
- Prepare recommendations and cost estimates.
- Prepare bid specifications when appropriate.
- Evaluate preventative maintenance programs and research preventative maintenance techniques.
- Prepare written policies and procedures when necessary.
- Prepare budget recommendations
- Prepare reports on costs of parts, equipment, materials and contracted services.
- All other duties as assigned and necessary.

**Physical and/or Special Requirements:**

- Work is performed both inside and outside in varying conditions including wet, humid, extreme heat or extreme cold environments.
- May be required to stand, walk, use hands and arms to operate tools and equipment, climb, stoop and lift or carry heavy objects up to 75 pounds.
- May be exposed to excessive dust, mold or mildew; may be exposed to fumes, airborne particles, toxic and/or caustic chemicals.
- Required to be on call 24/7 for emergencies.

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**DISCLAIMER:**

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Department Head

*In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.*