

HOUSTON COUNTY JOB DESCRIPTION

JOB TITLE: Facilities Administrator

DEPT: Courthouse

REPORTS TO: County Judge

Pay Scale: 23

Position: Exempt/Department Head/Supervisory

Qualifications

- High School diploma or G.E.D. and preferred five (5) years of increasingly responsible building maintenance experience, including one (1) year of lead or supervisory experience;
- Valid Texas Driver's License
- Required to pass a background investigation
- Chiller and Boiler Experience preferred, HVAC knowledge or like certifications, general contractor experience or supervisor experience accepted
- Both verbal and written communication
- Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity
- Criminal, Driving and Employment Background Check Required

Job Description-

- Reports directly to the County Judge.
- Work Hours: 7:00 AM to 4:00 PM; Monday through Friday
- Works some holidays, nights and weekends
- Supervises, trains, directs and schedules staff assigned to maintenance or janitorial staff for Houston County.
- Performs or oversees outside contractors, the most complex maintenance and repair duties, including those involving heating and air conditioning, electrical, plumbing, roof and security systems.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Directs the building maintenance and repair functions for Houston County properties.
- Works with outside consultants and contractors and serves as a technical expert on new construction projects.
- Functions as a supervisor and a lead worker in the performance of building maintenance, repair and minor construction duties.
- Makes recommendations regarding replacement or upgrade of systems.

- Provides technical advice and assistance for staff.
- Serves as primary point of contact with the different offices of facility maintenance issues.
- Performs a variety of preventive maintenance routines on equipment, building components and facilities.
- Provides on-the-job training to subordinate staff on proper procedures, practices and techniques.
- Completes electrical, plumbing, masonry and carpentry repairs.
- Responsible for understanding safety procedures and ensuring that work is performed accordingly.
- Responds to requests for service and completes or assigns requested work and completes appropriate tracking documentation.
- May be subject to call out after normal business hours due to facility emergency or special projects.
- Serves as representative with consultants and contractors providing services in Houston County properties.
- Monitors expenditures of supplies and controls inventory of assigned equipment and tools.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Researches and requisitions necessary tools, equipment, supplies and materials.
- Research and recommend and enforce best Policies, practices, procedures and methods of assigned function.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Performs other job-related duties as assigned.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job-related instructions and to perform any other job-related duties requested by their supervisor.

All job duties are subject to possible modification in order to accommodate individuals with disabilities.

Regular attendance is a requirement in this job.

Employee, (printed name)

Date

Supervisor, (printed name)

Date

Current Projects:

Repair Annex after freeze – Insurance claim filed, funds received – project repairs not started - \$70k

Mold project – County Clerk office – determine steps to begin project

- Location to employees to pending books being moved
- Cleaning of courthouse basement
- Repairs to be made to basement walls
- Prepare location after books returned
- Renovate gym at old jail

After complete purchase of Bank Room and Parking Lot – prepare for renovations

Coordinate removal and replacement of carpet at Senior Center

Coordinate flooring update/repairs in District Courtroom

Ensure all repairs are completed within Courthouse

Replace all window blinds in Courthouse

Replace all carpet in Courthouse