



NAVAJO COUNTY

JOB DESCRIPTION

TITLE:	Facilities Maintenance & Construction Assistant Director	FLSA:	NE
SERVICE:	Unclassified	REVISED:	61/05

Summary: Under limited supervision, performs technical work of moderate difficulty to supervising and participating in maintenance of buildings, grounds, vehicles and equipment; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises assigned staff for repairs, maintenance and new construction of County projects, vehicles and landscape.
- Plans, assigns and oversees building and grounds repair work, vehicle and equipment repair and preventative maintenance functions.
- Inspects and evaluates completed work.
- Maintains required records and reports.
- Participates in the development of budgets.
- Assist with maintenance tasks when needed.
- Contacts approved vendors for parts, materials, information and pricing.
- Assists in the design and changes for corrective repairs to County buildings and facilities including detention.
- Assists in the performance appraisal process for evaluating subordinate staff.
- Assists in directing, monitoring, and controlling contracted and subcontracted staff for facilities work.
- Ensures compliance of staff and contractors to federal, state and County statutes and regulations.
- Assists with coordinating repair projects and construction activities for proper sequencing, compliance with easements, and timing for when necessary materials are available.
- Assists with advising elected officials, Board of Supervisors, and other departmental and County personnel regarding facilities issues and project updates.
- Assists with monitoring costs to ensure that expenditures are within budget.
- Assists with monitoring effective use of personnel and materials used for security, repairs, remodeling or new construction of facilities, alarm systems, locking systems.

Knowledge and Skills:

- Knowledge of methods, practices, various codes, tools and materials used in a variety of trades, maintenance and repair work.
- Knowledge of occupational hazards and required preventative measures.
- Knowledge of inspection, evaluation and repair of various mechanical and electrical equipment.
- Knowledge of principles and practices of supervision.

- Skill in estimating labor, time and material costs.
- Skill in the operation of tools and equipment used in the building trades.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years experience in a skilled trade including the operation and maintenance of mechanical and electrical equipment; AND a valid driver's license.