

# LINN COUNTY CLASSIFICATION

**TITLE:** GENERAL SERVICES & PROPERTY MANAGEMENT DIRECTOR  
**NUMBER:** 815 **APPROVAL ORDER NUMBER:** 2017-131  
**PAY RANGE:** 25 **DATE:** MAY 23, 2017  
**CATEGORY:** MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Develop and manage the County's capital construction and facility remodel projects; facility repair, maintenance and custodial programs involving buildings and grounds; fleet management programs; operation and maintenance of the telecommunications systems; various logistical support services. Monitor the acquisition, sale, transfer, maintenance, repair, demolition and use of the County's real property.

SUPERVISION RECEIVED: Works under the direction of the County Administrative Officer who provides administrative direction and evaluates performance for results obtained.

SUPERVISION EXERCISED: Exercises supervision over all assigned subordinate personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions including discipline.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, organize and operate programs involving capital construction, facility remodel, building maintenance and repair, custodial services, grounds maintenance, fleet management and logistical support services.
2. Plan, organize and manage the operation of the County's telecommunications systems, to include maintenance, repair and replacement of owned components and services from outside providers.
3. Recommend and monitor health-life-safety systems and programs for County facilities and equipment. Manage programs for handling and storage of hazardous materials and hazard communications.
4. Confer with elected officials and department heads to evaluate proposals and implement plans to resolve problems regarding their office or department facility needs.
5. Consult with architects, engineers and contractors of structural, heating, ventilation, air conditioning, electrical, plumbing and elevator systems for the purpose of contracting services and implementing and managing facility and equipment repairs, capital improvement projects and general maintenance agreements.
6. Prepare bid packages and proposals and arrange for distribution to outside contractors. Receive completed bids, prepare award recommendations and participate in the bid award process.

7. Prepare plans, schedule and act as general contractor or project coordinator to ensure effective, efficient methods and materials are utilized on all capital outlay, repair and maintenance projects.
8. Supervise fleet management program; plan and implement acquisition of new motor pool vehicles. Investigate all accidents involving motor pool vehicles; document and ensure that all necessary paperwork is submitted to appropriate agencies.
9. Develop and present department budget and capital improvement request proposals; monitor budgetary expenditures.
10. Audit and analyze facility energy consumption; monitor and operate energy management programs.
11. Plan and manage warehouse operations for records, bulk purchasing, and surplus property storage. Manage the surplus property disposal process.
12. Manage the internal mail service program; plan and manage County facility security key system; manage issuance of identification cards to county employees. Purchase special equipment, office equipment and furniture for County facilities.
13. Manage abandoned property acquired by the County ensuring that buildings are secured and pose no safety hazard and that all motor vehicles and other property are dealt with safely and appropriately. Ensure structures are either maintained, repaired or demolished as deemed in the best interest of the County.
14. Monitor all property activities and coordinate all legal transactions involving county real property, including acquisition, foreclosure, sale, transfer and right of use. Maintain a variety of records, prepare reports concerning departmental operations. Prepare material for recording and documents related to activities, i.e. orders, conveyances, easements, etc. Monitor income and expenses and monitor billings for leases.
15. Obtain or develop necessary information such as maps, deeds and zoning information relating to surplus property. Arrange for photograph of property, survey and appraisal when appropriate. Work with the public, real estate industry and County officials regarding all property activities to include the auction and transfer of County's real property.
16. Make reports to inform the Board of Commissioners regarding management of the County's real property activities. Handle complaints and inquiries regarding foreclosure and surplus property.
17. Develop and maintain effective, harmonious and reasonable work relationships with others.
18. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL, AND ABILITY:** Ability to plan and conceptualize facility-related program proposals. Ability to plan and implement programs to resolve problems regarding building and grounds maintenance. Knowledge of building construction, general contracting and public contracting practices and policies. Ability to read blueprints, schematics and mechanical drawings; knowledge of building codes; working knowledge of heating, ventilation and air conditioning systems, knowledge of hazardous materials handling, hazard communications and fire safety codes; knowledge of National Electrical Code; some working knowledge of telecommunication systems operations, maintenance and repair. Ability to prepare budget and monitor budgetary expenditures. Ability to supervise subordinate personnel, to assign tasks and evaluate their performance. Knowledge of collective bargaining practices and ability to participate effectively in union contract negotiations. Ability to establish and maintain harmonious working relationships with elected officials, department heads, other county employees and the public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school, supplemented by two to four years of related post-high school training. Five years of progressively responsible experience in building and grounds maintenance which includes a minimum of three years of experience in a supervisory capacity. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be considered.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and acceptable driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed both indoors and outside and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to inspect buildings where climbing and crawling in confined spaces and at elevated heights are necessary and to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.