

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6210

TITLE: FACILITIES MANAGER

GRADE: S-28

DEFINITION:

Under direction, plans, coordinates, and directs a major section of the plant operation and/or plant maintenance program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Directs the general administration of a major section involved in the operation and/or maintenance of buildings, grounds, equipment, or sanitary sewer systems;
Plans and coordinates work of a large number of subordinates in various units of the section;
Assists with budget planning;
Makes cost estimates;
Keeps informed on the latest techniques and requisitions new materials, supplies, and equipment;
Analyzes work methods and utilization of employee time;
Reviews and evaluates employee performance and makes recommendations concerning personnel actions;
Assists in planning and conducting training programs;
Establishes and maintains records or supervises such activities;
Prepares reports;
Attends meetings and conferences;
Assures staff follows safety procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of appropriate maintenance principles, practices, materials, and equipment;
Knowledge of necessary safety precautions;
Ability to plan and direct the program of the section to which assigned;
Ability to supervise a large number of subordinate personnel;
Ability to use sound judgment in making independent decisions;
Ability to maintain effective relationships with the public and employees;
Ability to communicate effectively, both orally and in writing;
Ability to maintain records and prepare reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Four years of related supervisory experience.

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CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

RETITLED: April 13, 2011
REVISED: January 5, 1994