

July 26, 2012

**TO:** County Personnel Policy Board Members

**SUBJECT:** Personnel Policy Board Meeting  
Thursday, August 2, 2012  
1:30 p.m., Commissioners Hearing Room  
County-City Building, Room 112

## **A G E N D A**

ITEM 1: Request to revise the following classification:

CLASS	
<u>CODE</u>	<u>CLASS TITLE</u>
4956	Facilities Manager (C19)

ITEM 2: Election of Chair

ITEM 3: Election of Vice-Chair

ITEM 4: Miscellaneous Discussion

pc: Mike Thurber  
Don Killeen

LANCASTER COUNTY  
FACILITIES MANAGER

NATURE OF WORK

This is responsible administrative and technical work overseeing maintenance and repair service to County owned and leased buildings and equipment. Administers and directs programs to maintain buildings, grounds, and equipment.

Work involves planning, directing and supervising the work of skilled maintenance workers performing maintenance and repair functions, ground upkeep and equipment repair. Work includes preparing bid specifications for contract demolition; monitoring demolition projects for compliance with specifications. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, and results achieved. Supervision is exercised over supervisory, trades, custodial, and support staff members.

EXAMPLES OF WORK PERFORMED

Provide maintenance and repair service to various County, City and Public Building Commission facilities; coordinate maintenance repair work with other departments and building occupants to minimize interruptions.

Plan, direct and supervise the work of skilled maintenance workers; assign personnel to complete grounds maintenance, HVAC repair, electrical systems, plumbing issues, snow removal and asbestos abatement for County, City, Joint Antelope Valley projects, and Public Building Commission properties and the County's Adult Detention Facility; insure construction and repair projects, as well as building and grounds upkeep, are properly completed.

Prepare bid specification for contract demolition of County, City and Joint Antelope Valley properties; monitor demolition projects for adherence to specifications.

Perform scheduled maintenance and emergency repair of facilities, equipment, systems and vehicles; plan, coordinate and provide technical advice on major repairs or physical changes to jail facilities. Recommend the use of commercial maintenance and repair providers when necessary.

Coordinate preventive maintenance of departmental buildings and vehicles repairs.

Instruct workers in the proper and safe methods of operating tools used in performing required construction, maintenance, and repair work.

Requisition supplies and keep records of usage; investigate cost of new and replacement equipment and recommend purchase.

Draw, plan and write specifications for building repair and minor building alteration work.

Prepare budget estimates and monitor expenditures of allotted funds.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of building maintenance and repair methods.

Thorough knowledge of work standards and practices in various building trades such as mechanical, electrical, plumbing, painting, carpentry, and plastering.

Knowledge of procedures and practices involving hazardous building materials and waste removal.

Ability to plan, direct, and evaluate the work of a variety of skilled trade workers.

Ability to prepare and interpret building plans and specifications for building construction and repair work.

Ability to maintain accurate records and files.

Ability to collect and analyze technical data in preparation of cost estimates and budgetary reports.

Ability to perform heavy lifting.

Ability to safely operate various power and manual tools and equipment commonly used in construction and maintenance activities.

Ability to understand and operate an HVAC Control System.

Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

Ability to inspect and evaluate work performed by skilled trade workers.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus thorough experience in building construction and maintenance work including experience supervising building trade workers. Experience in asbestos sampling and abatement is desirable for positions requiring such work.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience in building construction and maintenance work including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of such certifications required by law as necessary for the satisfactory performance of assigned duties.

Depending on assigned duties, an employee in this classification may be required to:

Pass a complete physical examination prior to beginning work and annually thereafter.

Be examined by a licensed physician to determine physical ability to work while wearing a respirator and must be re-examined on an annual basis, as per Title 178, Chapter 21 of Nebraska Asbestos Control Act.

Obtain State and Federal certifications in asbestos handling and supervision upon employment, and annually pass recertification tests, as per Title 178, Chapter 21 of Nebraska Asbestos Control Act and Environmental Protection Agency regulations.

### For Corrections Department Only:

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

## SPECIAL NOTICE

Smokers who are exposed to asbestos occupationally have a greatly increased risk of contracting lung cancer as compared to smokers who are not exposed to asbestos occupationally and non-smokers who are exposed to asbestos occupationally. This is according to OSHA (29 CFR, parts 1910 and 1926) and EPA (40 CFR, part 763) research.