

**Deputy Director
Tuscaloosa County Commission
Maintenance and Facilities**

POSITION SUMMARY: This supervisory position is responsible for the maintenance and facilities operation of all general maintenance of all Tuscaloosa County Commission facilities. The employee in this class is responsible for the efficient operation of mechanical and electrical maintenance of electrical systems, HVAC systems, mechanical systems, and electronic systems. Employees make repairs to air-conditioning and heating equipment from manufacturer's specifications. They plan and repair electrical motors and other appliances and equipment in accordance with standard practices of the trade. Work also involves the supervision of a group of employees performing landscaping and lawncare along with cleaning and custodial tasks of the county buildings and grounds. Supervision received from administrative superiors is general in nature, and the employee must rely on his own independent judgment for the solution of most technical problems. The Deputy Director answers directly to the Director of Maintenance and Facilities and fills the role in the absence of the Director.

JOB DUTIES AND RESPONSIBILITIES: (All duties listed may not be found in each position, nor does this list include all tasks which may be assigned to positions in this class).

- Deputy Director of County Maintenance and Facilities, and housekeeping employees.
- Oversee all day-to-day operations within the maintenance and facilities department.
- Maintain annual budget for maintenance and facilities department.
- Manage and approve budgets, purchase orders, and departmental spending.
- Directs all maintenance and facilities duties and responsibilities for the County Commission's 22 properties and 52 building structures.
- Oversee all Tuscaloosa County Sheriff's Office communication tower site electrical and mechanical systems and upgrades, which includes but not limited to new electrical service, electrical component upgrades, and general property maintenance. Responsible for all electrical, electronics, plumbing, HVAC, carpentry, painting, landscaping/grounds, and housekeeping needs for all County properties and buildings.
- Manages the electronic Honeywell Win Pak software door controller system within all County facilities.
- Manages all fire alarm contracts and monitoring.
- Assist in the development of new construction within the Tuscaloosa County Commission's properties.
- Works as a project/construction manager for Courthouse renovations, building construction, Sheriff's Office communication tower site installation and/or upgrades, installation of large HVAC systems such as chillers and cooling towers, elevator systems, cooling towers, etc.
- Works with project managers, architects, engineers, site coordinators, etc. with all County facilities construction, renovation, and construction contracts.
- Accountable for departmental timesheets and payroll.

- Supervises all full-time maintenance and facilities employees, which include maintenance skilled technicians and housekeeping employees.
- Works with state - bid contracting, Alabama bid laws, and the County bid process on competitive and public work bid laws.
- Partners well with other all County and State departments
- Coordinates all construction contracts with contractors and vendors.
- Implement and administer the Manager Plus work order system for all work requests related to the Tuscaloosa County Commission and state offices within the County Courthouse and Annex facilities.
- Any other duties/responsibilities directed by the Director of Maintenance and Facilities.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of local, state, and federal regulations, policies, and procedures regarding maintenance and facilities functions.
- Considerable knowledge of modern industrial techniques.
- Considerable knowledge of all building trades and codes.
- Considerable knowledge of proper safety precautions regarding building, grounds, and equipment maintenance.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.
- General knowledge of the current literature, trends, and developments in the field of building, grounds, and equipment and systems maintenance.
- General knowledge of carpentry, painting, plumbing, mechanical and electrical systems, electronics, HVAC, roofing, grounds, etc.
- General knowledge of the principles of supervision, organization, and administration.
- Ability to inspect maintenance work for quality, safety, and compliance with applicable laws, rules, and regulations.
- Ability to maintain routine administrative reports and records.
- Ability to read and interpret blueprints, and architectural drawings.
- Ability to draft work plans and develop specifications.
- Ability to organize, schedule, and monitor maintenance technicians.
- Capability to determine the need for maintenance work, to estimate the manpower needed, and the materials required.
- Ability to effectively express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to work with department heads on the development of new sites, new structures, projects, work orders, etc.
- Ability to understand and follow oral and written instructions.
- Demonstrate effective communication skills.

- Self-motivated and trainable.

REQUIRED QUALIFICATIONS

- Current Driver's License
- High school diploma, General Education Diploma (GED), or higher

AND

- Certificate or associate degree from an accredited post-secondary college with (at least one) of the following skilled technical disciplines: Electrical Technology, Electronics Technology, Air Conditioning and Refrigeration, or Plumbing; or 10+ years' experience in one of the required skilled technical disciplines
- 10+ years as a manager or director in maintenance environment of skilled trades
- State of Alabama Board of Electrical or Plumbers Contractors License

PREFERRED QUALIFICATIONS

- Knowledge and experience in the management area with 10 + years of training in the field of electrical, electronics, mechanical, plumbing, carpentry, HVAC, and the like
- United States Military certification of 4 + years of documented electrical, electronic, mechanical, plumbing, carpentry, or HVAC training and experience
- Bachelor's degree from an accredited college or university

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS

- Work is essentially sedentary with occasional walking, standing, bending, and carrying.

WORK ENVIRONMENT

- Work is normally performed in an office environment.
- Work is performed in an outdoor environment.
- Work is performed in a remote environment.

CONDITIONS OF JOB OFFER AND EMPLOYMENT:

- Possess and maintain a valid Driver's License
- Complete Background Check (repeated periodically during employment) including, but not limited to:
 - Social Security Record Inquiry
 - Criminal History Inquiry
 - Sex Offender Database Inquiry
 - Motor Vehicle Report/Driver's License/Driving Record Inquiry

- Past Employment Verification
 - Education Verification
 - Subject to Criminal Justice Information Systems (CJIS) background standards. Candidates who receive a conditional offer of employment must be fingerprinted and will have their fingerprints used to check the Criminal History Records of the State of Alabama Public Safety and the Federal Bureau of Investigation. Any records returned will be reviewed to determine the candidate's suitability for the job.
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- Pre-employment drug test at county designated test location
 - E-Verify Eligibility to Work in United States
 - Six Month Probationary Period
 - Work a minimum of 40 hours per week and beyond normal work shift or schedule