Director of Facilities (4716-06)

Your Benefits Working for Hamilton County!

- Starting Salary: $138,664
- Generous Paid Time Off: 11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, Earned Personal Days, and Paid Parental Leave.
- Ohio Public Employee Retirement System which includes 14% Employer Contribution and a defined benefit option.
- Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

As the Facilities Director for Hamilton County, you will lead the strategic planning, daily operations, and overall management of the County's Facilities Department. Your responsibilities will include directing staff, overseeing capital projects, ensuring the efficient maintenance and operation of county buildings, and fostering a customer-focused culture within the department. Additionally, you will play a crucial role in budget planning, energy conservation, and building positive relationships with other County departments and agencies.

Summary of Job Duties:

- Administers the daily operations of the department, emphasizing teamwork, information-sharing, and a clear understanding of budgetary and financial planning policies, procedures, and goals. The Director builds partnerships and fosters a customer-focused culture between the Facilities Department and the broader county organization. In this capacity, the Director directs
  and supervises the Facilities Management Team, supporting goals, objectives, budgeting, and capital improvement projects. The role involves determining staffing requirements, resolving staffing issues, and facilitating employee retention practices and succession planning. The Director also establishes appropriate performance measures in line with industry standards and best practices for all department divisions and functions. Additionally, the Director provides direction to ensure that all work complies

with established policies, safety programs, and procedures and is responsible for ensuring that either they or a designated staff member obtains certification under the Building Operator Certification Program, as required by ORC 123.001.

- Leads the management of major capital projects, overseeing needs assessments, programming, project cost projections, public presentations, fund management, and schedules. The Director ensures that the design and construction phases of projects are completed on time and within budget. Responsibilities include preparing the annual capital improvement plan and budget and maintaining and updating the facilities master plans to ensure alignment with the County's strategic objectives.
- Oversees facilities management services, ensuring the timely, cost effective, customer-friendly, and professional maintenance of County buildings. This includes building maintenance, property management, custodial services, and grounds keeping. The Director ensures that all services meet the highest standards of quality and efficiency, contributing to the smooth operation of County facilities
- Designs and implements systems of continuous improvement and internal controls to ensure that Facilities' operations are effective and efficient, assets are safeguarded, and financial and other management information is reliable. The Director ensures compliance with all relevant laws, regulations, policies, procedures, and service level agreements. Regularly reviewing processes to identify areas for improvement, the Director implements high quality, cost-effective solutions across critical business functions.
- Oversees the County's energy management program, which includes developing energy conservation initiatives, tracking energy usage, securing energy-related grants and special funding, and coordinating the use and payment of gas and electric utilities. The Director also implements and monitors sustainability programs aimed at promoting environmentally friendly practices within County facilities.
- Provides input during collective bargaining negotiations, attends quarterly labor management meetings, and collaborates closely with the County's human resources department to ensure compliance with collective bargaining agreements. The Director plays a key role in managing labor relations within the department and acts as the Department's responder to grievances.
- Fosters respectful and positive relationships with County departments and agencies concerning the full breadth of Facilities' services. As a key member of the County leadership team, the Director engages in organizational strategic

planning and formulates, implements, administers, and disseminates Facilities policies and procedures to ensure alignment with the County's overall objectives.

- Maintains various records and software programs related to project management and the Integrated Workplace Management System (IWMS). The role includes implementing and maintaining a comprehensive preventative maintenance program and ensuring that all records are up-todate and accurately reflect the status of maintenance projects and related information.
- Oversees the safety, quality control, and compliance systems within the department. This includes the regular inspection of facilities to ensure that buildings, grounds, and power plants are maintained in a safe, clean, and secure manner that meets all OSHA and ADA requirements. The Director is responsible for ensuring that all County facilities operate in compliance with relevant safety and regulatory standards.
- Stays current on developments in facilities management by participating in relevant programs and organizations, attending conferences and seminars, and applying best practices to make informed decisions and recommendations. This commitment to professional growth ensures that the Director remains equipped to lead the Facilities Department effectively.

Requirements:

- Bachelor's degree, including but not limited to Mechanical Engineering, Business/Public Management, and/or Real Estate Management
- 5 years experience which indicates a thorough knowledge of building and grounds maintenance, security procedures, power plant operations, management and a demonstrable ability to apply management principles to practical work situations
- In lieu of Bachelor's degree, 15 years of successful facilities management of commercial or public sector property may be acceptable if accompanied by completion of BOMA's Real Property Administrator (RPA), Systems Maintenance Administrator (SMA), Certified Facilities Manager (CFM), Certified Property Manager (CPM)
- *Equivalent combinations of education and/or experience may be substituted for the above requirements*
- Valid Driver's License issued in the state of residency

- Must pass a thorough criminal history screening

Hazardous Working Conditions:

- May stand for long periods of time, lift heavy objects, and work in uncomfortably hot or cold environments, in awkward and cramped positions, or on ladders; could require working outdoors and be subject to inclement weather; lift up to 50 lbs without material handling device; ability to use and wear personal protective equipment: half-face respirators/dust mask, safety glasses, body harness for fall protection, arc flash clothing level two protection (hard hat, Class 2 gloves/leather, face shield, neck protector, coveralls), fire rated long sleeve shirts, earplugs/muffs and hand protection.
- Infrequent exposure to adverse environmental conditions, as well as some moderately loud

noise from mechanical or electrical tools and equipment.

- Limited exposure to injury and toxic building /painting materials; some risk of injury due to exposure to possibly violent or short-tempered individuals.

Preferred Qualifications:

- Bachelor's Degree in Architecture, Engineering, Planning, Facilities Management, or related field.
- Public Leadership Certificate or similar course
- Certified Project Manager (CPM)

Work Location and Hours:
Courthouse
1000 Main Street
Cincinnati, OH 45202

Deadline to Apply:

Open Until Filled

How to Apply:

https://www.hamiltoncountyohio.gov/government/departments/human_resources/employment_opportunities.php

Be part of our Team! We are committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, genetic information, protected veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. We are a second-chance employer and a recovery friendly workplace.