

RECRUITMENT ANNOUNCEMENT

FACILITIES DIRECTOR

\$54,538-\$86,576 Annually

(Depending on Qualifications)

APPLICATIONS ARE AVAILABLE ON-LINE AT www.berkeleywv.org OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 8:00 AM-5:00 PM, APPLICATIONS MAY BE RETURNED IN PERSON OR AT facilities_director@berkeleywv.org. APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, WEDNESDAY, DECEMBER 19, 2018.

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work planning, organizing and controlling the activities of facilities maintenance crews and various independent contractors. Direction is provided by the County Administrator, Deputy County Administrator and/or County Council. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

1. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)Plans, organizes, directs and develops short and long range programs relating to building construction, renovation, maintenance and repair.
2. Prepares specifications for County facility projects which require construction bids per State competitive bid requirements.
3. Hires personnel, administers disciplinary measures, trains, directs and assigns work. Conducts performance evaluations, disciplinary actions reports, etc.
4. Prepares departmental budget and monitors expenditures
5. Conducts monthly maintenance and safety inspections and keep accurate electronic records
6. Provides a venue for review of actions for complaints by citizens and building users.
7. Serves as a "Standing Member" of the Berkeley County Building Committee.
8. Responds to maintenance requests/issues within an acceptable period of time.
9. Supervises and inspects the work of independent contractors.
10. Routinely meets with the County Administrator, Deputy County Administrator and/or County Council to provide updates and to seek direction on projects, maintenance issues, etc.
11. Supervise equipment safety and preventative maintenance programs for all building related machinery
12. Prepares, reviews and/or processes purchase orders and invoices.
13. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of building design, construction and maintenance; thorough knowledge of commonly acceptable practices relating to mechanical systems, plumbing, electrical systems, etc. Thorough knowledge of local, state and federal building code and safety requirements; ability to supervise, give direction to, discipline and evaluate the performance of subordinate personnel; ability to interpret and analyze blueprints and system schematics and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, elected officials, other agencies and the general public. Individual must be computer literate and proficient in various Microsoft Office products especially WORD and EXCEL.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in building design, engineering, construction management or related field. Three to five years "hands-on" increasingly responsible supervisory experience in the areas of building construction, facilities maintenance management, etc.

PHYSICAL REQUIREMENTS:

This position involves work that may require the ability to lift up to 75 pounds and force to move objects up to 150 pounds; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual activity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to hazardous working conditions normally associated with buildings and grounds construction and maintenance projects.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council Office, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination*and
- o a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid two times per month. A new employee ordinarily starts work at the entry rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

Years of Service	Days Per Month	Days Per Year
0-5 years	1.25 days	15 days
5-10 years	1.50 days	18 days
10-15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER