

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION TITLE: DIRECTOR OF CONSTRUCTION AND FACILITY MANAGEMENT**

---

#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate activities involving site acquisition, design, construction, and maintenance of County buildings. Duties and responsibilities include supervising assigned employees, organizing projects, overseeing maintenance of existing buildings, coordinating and monitoring construction projects, planning equipment and material needed for projects, preparing specifications, soliciting bids from contractors, preparing reports, and performing related tasks as assigned. Reports to County Mayor.

#### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, assuring quality of subordinate's work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Acts as a liaison between County building occupants and the Mayor's office; coordinates work activities with those of other county departments, contractors, inspectors, consultants, outside agencies, or others as needed.

Manages work of contractors and subcontractors; monitors all aspects of construction activities, materials, and workmanship to ensure quality, safety, and compliance with building codes/standards; ensures adherence to established budget, project specifications, construction schedule, and terms of contracts.

Formulates and develops budgets for all projects; monitors expenditures to ensure compliance with approved budgets; reviews invoices and payment requests, and approves as appropriate.

Receives various forms, reports, correspondence, schedules, bids/price quotes, contracts, permits, inspection reports, budget reports, invoices, payment requests, architectural drawings, construction plans, blueprints, maps, codes, ordinances, standards, product/material data, policies, procedures, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, or other computer programs.

## **Rutherford County, Tennessee • Facilities Director**

---

Reviews, selects, and installs necessary software packages; educates and trains staff on new computer skills or materials.

Communicates with Mayor, employees, other departments, county officials, contractors, subcontractors, inspectors, vendors, sales representatives, utility companies, realtors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Consults with County Mayor and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Oversees maintenance and cleanliness of existing buildings; ensures that maintenance and operations of buildings, equipment, and systems are in compliance with applicable regulations, codes, laws and standards.

Plans, prioritizes, and coordinates projects involving building construction, remodeling, or upgrade; supervises and monitors all project activities; develops project timetables; determines necessary building materials and equipment for each project and coordinates purchase of equipment and materials.

Oversees layout and installation of electrical systems, plumbing systems, HVAC systems, cable television, telephone systems/lines, computer lines, and other utilities/systems.

Designs and supervises installation of insulation packages, roof structures, storage areas, landscaping, fire walls, exterior (such as brick or siding), cabinetry, drywall, and other components.

Writes and reviews bid specifications; solicits bids from contractors/suppliers; reviews bids and makes recommendations for contract awards.

Conducts inspections, monitors construction work and documentation, and maintains records pertaining to project activities.

Coordinates initiation/completion of projects with government agencies, county staff, or other individuals; obtains/purchases all required permits; verifies proper installation and operation of equipment and operating systems; coordinates final inspections with contractors, architects, and engineers.

Prepares or completes various forms, reports, correspondence, specifications, bid documents, contracts, permit applications, progress reports, punch lists, budget documents, purchase requisitions, drawings, designs, or other documents.

Operates or utilizes a variety of equipment, tools, and supplies associated with projects, which may include motor vehicles, power tools, measuring devices, diagnostic tools, or mechanics tools.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new procedures, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Associate's degree or Vocational/Technical degree with course work emphasis in building construction, construction management, or a related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible construction design, construction management, site evaluation, property acquisition, project management, building/construction inspection, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Master Electrician's, HVAC, and Plumbing Licenses. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, division, geometry, trigonometry; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy-weight (20-100+ pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, bright/dim light, or toxic agents.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Working on equipment

**Surface:** Smooth to rough

**Estimated Total Hours:** 4 **Maximum Continuous Time:** 2

**2. SITTING**

**Tasks:** Driving service truck and office work

**Estimated Total Hours:** 4 **Maximum Continuous Time:** 1

**3. LIFTING/CARRYING**

**Objects:** Boxes, equipment, etc.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs				X	
>100 lbs				X	

**4. PUSHING/PULLING**

**Objects:** Tools, parts, etc

**Height of hands above floor during push:** 4 feet or less

**5. CLIMBING**

**Tasks:** Repairs and service

**Device:** Climbing the side of the containers

**Height:** approximately 20 feet

**Frequency:** Biweekly

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Crawling under equipment to service

**Frequency:** Daily

**7. REACHING**

**Tasks:** Working with tools

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	5 minutes	15 lbs
21-36"	Both	Daily	2 minutes	15 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

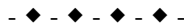
Inside Building	60 % of time
Outside	40 % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

