

MAINTENANCE AND FACILITIES DIRECTOR

Tri-County Electric Cooperative, Inc.

1) POSITION OBJECTIVE:

The Maintenance and Facilities Director is responsible for developing, implementing, and supervising all aspects of the Maintenance, Buildings and Grounds Department and for the representatives that report to them.

2) DUTIES AND RESPONSIBILITIES:

- a) Executes projects, performs management, supervisory, and technical work planning.
- b) Ensure that facilities and maintenance operations run smoothly by planning and scheduling work, and overseeing the employees in the maintenance department.
- c) Ensure that work is accomplished in a timely manner and verifies quality of work completed by maintenance department employees through completed work inspections.
- d) Ensure 24/7 response to maintenance emergencies including responding to facilities and equipment alarms and system failures.
- e) Inspect facilities and equipment to determine their operational and functional capabilities in emergency situations.
- f) Collaborate and engage in emergency response planning activities to prepare and analyze damage assessments following disasters or emergencies; works to develop solutions to emergencies caused by failing infrastructure systems, weather events and other unplanned events; organizes resources to respond to such situations and establish priorities.
- g) Responds to inquiries from employees pertaining to departmental projects; resolves problems and responds to request for service; develops plans to improve operations and general maintenance.
- h) Ensure that all work pertaining to building maintenance, repairs, alterations, or new construction is done as required according to specifications and as required by local building code.
- i) Develop and coordinate a regular preventative maintenance program for cooperative facilities and grounds; assure compliance with the Vice President of Corporate Services to assure qualifications for appropriate funding; maintain a project priority list for qualifying preventative maintenance projects.
- j) Develop and prepare annual preliminary budget for cooperative facilities and maintenance, maintain accurate records to ensure cost containment; provide explanations of variances as necessary; control and authorize expenditures in accordance with established limitations.
- k) Review and prepare specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepare bid specifications for projects, equipment, and contracted services; study and analyze the terms and conditions of

contract agreements, plans, specifications and addenda with the Vice President of Corporate Services. Obtain quotes/bids.

- l) Work closely with administration when planning remodeling work in each district. Prepare plans and specifications, prepare budget, order materials, schedule work plan, and ensure that projects are carried through to completion.
- m) Operate equipment in accordance with safety rules and regulations and safe operating practices.
- n) Coordinates and ensures completion of maintenance projects according to the designated timeline with appropriate department.
- o) Recommends the purchase of such equipment as is necessary to adequately maintain the buildings and grounds to the Vice President of Corporate Services.
- p) Oversee the maintenance of project records and site files.
- q) Prepare monthly report on departmental activities for the Vice President of Corporate Services; accumulate data and prepare narrative reports.
- r) Supervise and evaluate the performance of assigned staff.
- s) Enter e-time records daily.
- t) Participates in safety meetings, training programs and annual meetings as required.
- u) This list of duties and responsibilities is a guide and is not all-inclusive for the responsibilities of the position.

3) KNOWLEDGE, SKILLS, AND ABILITIES:

- a) High School Diploma or equivalent required; and five or more years of progressively more responsible experience in physical plant maintenance; three or more years of supervisory experience, or combination of education and experience commensurate with the requirement of the position.
- b) Certification in HVAC and electrical required.
- c) Must possess a working knowledge of building construction practices.
- d) Must possess a Florida CDL driver's license or be able to obtain it within 6 months from date of hire.
- e) Should have valid First Aid and CPR cards.
- f) Ability to dissect and resolve complex problems in early stages.
- g) Ability to work cooperatively and collaboratively with cooperative employees, contractors, and cooperative members.
- h) Ability to effectively communicate ideas and information in written and oral format.
- i) Capability to represent oneself in a professional manner when communicating with fellow employees, members, and the general public.

4) PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying 10 to 50 pounds occasionally. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees and at times severe weather conditions. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Some exposure to odors, gases, dust, and dirt. Safety equipment required.

5) REPORTS TO:

VP of Corporate Services

6) SUPERVISORY RESPONSIBILITIES:

Maintenance Supervisor

General Laborer

7) POTENTIAL CAREER PATH:

- a) Contractor Supervisor
- b) VP of Corporate Services