

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago, IL 60602

Job Code: 0263  
Job Title: Director  
Salary Grade: 24  
Bureau: Facilities Management  
Department: Facilities Management  
Dept. Budget No. 200  
Position I.D. 9502217  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Responsible for day-to-day management and direction of the Department of Facilities Management. Supervise the efforts of management, clerical and union personnel in achieving departmental goals. Formulates department's annual budget, capital improvements and other projects as necessary. Resolves confidential matters related to personnel, budget and policy issues. Consults with Administration as needed.

#### **Key Responsibilities and Duties**

Provides the overall direction for the department by determining and formulating policies and procedures. Plans and coordinates operational activities at the highest level of management. On call 24/7 to respond to any emergency situation regarding his or her 10,800,000 square feet property jurisdiction, which includes approximately 4,000,000 square feet of 24 hour detention facilities. Analyzes labor and all operational expenses for the department, handles major construction requests from building tenants, assists in prioritizing capital requests and projects by reviewing specifications, blueprints, agency requests and proposing time lines and labor staffing for the department. Formulates the Department's annual budget. Coordinates Labor Relations and supervises all administration, engineering and trades personnel. Assures accountability from those whose duties have been assigned by monitoring and appraising their performance. Systematically improves staff by establishing a climate which encourages motivation, teamwork and successful performance. Develops, implements, and monitors department quality, service, and cost effectiveness. Investigates and resolves deficiencies and complaints.

### **Knowledge, Skills and Abilities**

Knowledge of building operations and systems, codes and facility standards and construction methods and operations.

Skill in oral and written communication, budget management, staff management and labor relations.

Ability to understand complex issues and resolve problems, read blueprints and contract documents and operate computers and office equipment.

Knowledge of current industry standards and regulations.

Ability to work in a union environment.

Skill in solving problems in a cost effective manner.

Skill in supervising staff and making decisions.

Ability to manage multiple projects and groups of people.

Ability to delegate authority to front line personnel.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in facilities management **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Bachelor's degree in construction, facilities management, engineering or project management.

Five (5) years of professional work experience in the operation of a large, urban enterprise with multiple facilities in a managerial or supervisory capacity.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**