

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0254
Job Title: Business Manager IV
Salary Grade: 23
Bureau: Facilities Management
Department: Facilities Management
Dept. Budget No. 200
Position I.D. 9502230
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Facilities Management prepares budget for Department of Facilities Management including annual capital requests and prioritizes projects. Oversees all purchasing activity and coordinates same with trades' foremen and engineering staff. Assists with coordination of new construction, renovation, and ongoing maintenance of buildings and grounds as it pertains to any budget related issue. Monitors cost efficiency, accuracy and timeliness of manpower and projects as it relates to any budget related issue. Meets with Deputy Director and other senior management on a regular basis to develop policy. Supervises Business Group staff.

Key Responsibilities and Duties

Responsibilities include managing the department's purchasing operations and issues, assist the Director in all budget preparations and analyzes spending to maintain a balanced budget, approves emergency requisitions, regular requisitions, and contract requisitions, administers billing and payment of maintenance contracts, elevator and parking and maintains a balance sheet on each contract. Prepares all agenda transmittals and approves utility payments on site. Facilitates the core management functions of decision-making, planning, organizing and directing by exhibiting effective communication skills throughout all levels.

Knowledge, Skills and Abilities

Knowledge of building maintenance and operations. Familiarity with County Buildings specifically and their systems.

Knowledge of fire, electrical and building codes.

Knowledge of County purchasing policies and practices.

Skill in oral and written communication.

Ability to supervise, to assess situations and make quick decisions.

Ability to operate and manage a computer system which tracks work progress.

Skill in solving problems in a cost effective manner.

Ability to manage multiple projects and groups of people.

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, finance/accounting **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in business, finance, or public administration.

Five (5) years professional work experience in facilities management, construction, building trades, or project management.

Certified Public Accountant (CPA).

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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.

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Bureau of Human Resources

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

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Facilities Management
Department: Facilities Management
Dept. Budget No. 200
Position I.D. 9502218
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Facilities Management, plans, organizes, directs and supervises assigned activities of the Facilities Management Department personnel. Supervises the activities and maintenance functions which are necessary to sustain the Department of Corrections Campus. Coordinates job assignments of department personnel to insure compliance with regulatory agency standards and requirements. Advise director on policy and procedures and implement same with staff. Assist in the formulation of department's annual budget, capital improvements and other projects as assigned. Handle confidential matters related to personnel, budget and policy issues. Advise on labor issues and resolve disputes.

Key Responsibilities and Duties

Assistant Director is responsible for the 4,000,000 square foot Department of Corrections campus that is a 24 hour detention operation, this property houses over 29 buildings. Responsible for more than 150 employees. Exercises authority over construction, renovations and the general maintenance of said facilities. Job duties include, but are not limited to, prioritizing and disseminating work order requests, scheduling and rotation of work force based on immediate needs, evaluating and coordinating responses to any emergency situation that arises around the clock and being the department of Facilities Management on site liaison to assist every county agency with their physical plant issues on a daily basis.

Supervises the activities and maintenance functions which are necessary to sustain the jail in an operative and safe working condition. Participates in the development and application of standards of quality and productivity for the Facilities Management Department. Coordinates job assignments of department personnel to insure compliance

with regulatory agency standards and requirements. Approves all purchasing and spending for facilities under his jurisdiction. Assures accountability from those to whom duties have been assigned by monitoring and appraising their performance. Systematically improves staff by establishing a climate which encourages motivation, teamwork and successful performance. Investigates and resolves deficiencies and complaints. Enacts progressive discipline of employees. Participates in step one of the grievance procedure.

Knowledge, Skills and Abilities

Knowledge of trades and construction work.

Knowledge of building maintenance and operations, building codes and standards related to construction.

Knowledge of current industry standards and regulations.

Ability to read blueprints, sketches and drawings.

Ability to work in a union environment.

Ability to communicate verbally and in writing.

Skill in supervising staff and making decisions.

Skill in solving problems in a cost effective manner.

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.

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Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Facilities Management
Department: Facilities Management
Dept. Budget No. 200
Position I.D. 9502219
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Facilities Management plans, organizes, directs and supervises assigned activities of the Facilities Management Department personnel. Supervises the activities and maintenance functions which are necessary to sustain the Juvenile Temporary Detention Center and all other outlying operations. Coordinates job assignments of department personnel to insure compliance with regulatory agency standards and requirements. Advise director on policy and procedures and implement same with staff. Assist in the formulation of department's annual budget, capital improvements and other projects as assigned. Handle confidential matters related to personnel, budget and policy issues. Advise on labor issues and resolve disputes.

Key Responsibilities and Duties

Assistant Director is responsible for roughly 6,800,000 square feet of county operations that include seven courthouses, two warehouses, medical examiner offices, the Cook County Building and a 24 hour detention facility (Juvenile Temporary Detention Center). Responsible for 130+ administrative and trade staff. Exercises authority over construction, renovations and the general maintenance of said facilities. The job duties include, but are not limited to, prioritizing and disseminating work order requests, scheduling and rotation of work force based on immediate needs, evaluating and coordinating responses to any emergency situation that arises around the clock and being the department of Facilities Management on site liaison to assist every county agency. He approves all purchasing and spending for facilities under his jurisdiction.

Supervises the activities and maintenance functions which are necessary to sustain the outlying facilities in an operative and safe working condition. Participates in the development and application of standards of quality and productivity for the Facilities

Management Department. Coordinates job assignments of department personnel to insure compliance with regulatory agency standards and requirements. Assures accountability from those to whom duties have been assigned by monitoring and appraising their performance. Systematically improves staff by establishing a climate which encourages motivation, teamwork and successful performance. Investigates and resolves deficiencies and complaints. Enacts progressive discipline of employees. Participates in step one of the grievance procedure.

Knowledge, Skills and Abilities

Knowledge of trades and construction work.

Knowledge of building maintenance and operations, building codes and standards related to construction.

Knowledge of current industry standards and regulations.

Ability to read blueprints, sketches and drawings.

Ability to work in a union environment.

Ability to communicate verbally and in writing.

Skill in supervising staff and making decisions.

Skill in solving problems in a cost effective manner.

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.