



**Warren C. Evans**  
**County Executive**

## **DIVISION DIRECTOR – FACILITIES MANAGEMENT**

### **GENERAL SUMMARY:**

Under the direction of the Deputy Director of Environment, the Division Director of Facilities Management is responsible for the overall systematic planning, evaluation, and analysis of program planning, organizing, coordinating, direction, and the acquisition of resources required. This role leads and supports the services, contracts, funding and projects associated with Facilities Management, to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Ensures that facilities are operated, maintained and permit limits are in compliance with state issued permits.
- Directs and causes the administration of projects that are regulated by various State and Federal Laws such as Public Act 185 of 1957 and Public Act 40 of 1956.
- Develops and implements goals, objectives, policies, procedures and work standards for the Division and Drain Boards; prepares and administers the budget and work program for Division.
- Plans, organizes, assigns, directs, reviews and evaluates the work of professional support staffs; selects personnel and provides for their training and professional development.
- Reviews documents including; contracts, resolutions, plans and specifications, correspondence, and other materials, and makes recommendations.
- Confers with and provides expert professional advice to officials and local communities.
- Works closely with the County's Corporation and Bond Counsels; in cooperation with Administrative Services Division prepares resolutions for the sale of bonds and the financing of project construction.

- Performs other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Business and organizational skills
- Written and oral communication skills
- Computer skills
- Ability to analyze/trouble shoot
- Knowledge of management practices and principles
- Working knowledge of Public Act 40 of 1956 – The Michigan Drain Code
- Skilled in issuing bonds and drain notes
- Ability to work with SRF loans
- Knowledge of municipal finance
- Ability to work with multi-discipline teams

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

#### **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

#### **DESIRED EXPERIENCE AND TRAINING:**

Experience: Six years of professional level experience that has included capital-improvement project planning, financing and construction administration. Experience with environmentally-related projects an in a public agency setting is desired.

Training: A Bachelor degree in Management, Public Administration, Finance or related discipline or equivalent educational experience. Master's Degree is preferred.

**WORKING CONDITIONS:**

Work is usually performed in a typical office environment

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
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