



## Job Description

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<b>TITLE:</b> Deputy Parks & Facility Director	<b>JOB CODE:</b> 2430
<b>DEPARTMENT:</b> Parks and Facilities	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CODE:</b> Supervisor
<b>UPDATED:</b> March 30, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under limited supervision, plans, organizes, and manages operations in the maintenance and repair of buildings, utility systems, grounds, plumbing, and HVAC systems. Provides supervision to the Building and Grounds Manager; inspects completed work for conformance to blueprints, specifications, and standards. Assist the Parks & Facilities Director in some of the day to day administrative duties as it pertains to maintenance and overall department operational functions. Delegated as the Director in the day to day administrative duties as it pertains to the overall department functions in the Director's absence. May recommend purchases, cost saving measures, and assists with the development of the budget; may be responsible for inventory control.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of building trades, grounds maintenance and utilities services.
- Assists in developing the annual budget; prepares special and recurring reports, grants, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Monitors and reviews service trends and recommends operational and policy improvements.
- Prepares work orders for the repair and preventative maintenance of all County buildings.
- Develops plans, estimates costs and purchases all materials for repairs and construction including plumbing and carpentry.
- Inspects buildings to determine needs and plan repairs; inspects jobs in progress and at completion, as required.
- Oversees and performs the operation and maintenance of all mechanical systems, including heating, refrigeration, plumbing, duct work and compressors; maintains the plumbing and sewer systems in County buildings.
- Oversees and manages the work of subcontractors; develops and negotiates contracts; inspects work for compliance with contracts.
- Oversees and performs the operations of building remodel and new construction.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of building and construction methods, equipment, and materials.
- Knowledge of the International Code Council (ICC), Uniform Mechanical/Plumbing Codes (IAPMO), National Electrical Codes (NEC), New Mexico Construction Codes, and ADA compliance codes.
- Knowledge of occupational hazards and safety rules and regulations in building construction and inspections.
- Knowledge of procedures for planning and estimating costs and materials for projects.
- Knowledge of plumbing and gas codes, refrigeration, HVAC systems and controls, carpentry, welding, and electrical procedures and principles.
- Knowledge of purchasing procedures and processes.
- Knowledge of County policies and procedures.

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- Knowledge of management principles, practices, and methods.
- Knowledge of inventory control processes.
- Skill in budget process.
- Skill in all phases of building maintenance, including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers, and all other related mechanical equipment.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in effectively managing, leading, and delegating work and projects.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in reading, understanding and interpreting blueprints and schematics.

**Education and Experience**

- Five (5) years of relevant work experience in the construction industry and a Bachelor's Degree in Business Administration, Public Administration, or a related field preferred; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Five (5) years supervisory and/or management experience.
- New Mexico General Building GB-98 Contractor License AND/OR New Mexico Mechanical MM-98 Contractor License, preferred. If employee holds one or both of these license(s), must surrender license(s) to do business as (DBA) San Juan County.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office and an outdoor environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to adverse weather conditions.
- May be exposed to hazardous and dangerous conditions, such as, cleaning sewers and handling cleaning solvents and paints etc.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment, small hand tools, and heavy equipment such as loader, backhoe, and small dump truck.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_