

DARKE COUNTY COMMISSIONERS
POSITION DESCRIPTION
An Equal Opportunity Employer

Position Title: **Facilities and Safety Manager**

Incumbent:

Reports to: Darke County Board of Commissioners

Civil Service Status: Unclassified
Employment Status: Full Time/reg
FLSA Status: Exempt

ESSENTIAL FUNCTIONS:

- Risk Manager
 - Formulates, revises and recommends general safety policies and procedures; conducts risk analysis and determines if exposed assets of the County are at risk of loss; develops and maintains risk management policies and procedures
 - Works directly with CORSA (County Risk Sharing Authority) on all liability claims
 - Inspects County facilities to detect existing or potential accident and health hazards
 - Prepares and supervises procedure for reporting accidents
 - Investigates accidents and injuries and prepares material, evidence and documentation for use in hearings, law suits, and insurance investigations; ensures agency compliance with all applicable federal, state and local laws with regard to safety and health issuers
 - Prepares and supervises safety programs and activities (e.g., risk management and loss control, safety training and awareness, etc.)
 - Provides consultation to County agencies in developing and implementing employee safety awareness, education and training programs to reduce and eliminate risk and liability of County and its employees.
 - Acts as a liaison between insurance underwriters and County management on matters of safety
 - Consults with departments on design and use of equipment, work areas, fire prevention and safety programs
 - Represents County in community and industry safety groups; assists in administration of special safety campaigns
 - Keeps auto listing updated, orders auto plates, maintains vehicle inventory for insurance, etc.
 - CORSA coordinator for county to maintain current inventory of equipment for insurance coverage, compiles applications for insurance, prepare and send appropriate billings of insurance for liability property, fleet, etc.
- Facilities Manager
 - Facilities Maintenance & Construction Projects - Responsibilities include daily building maintenance requests including plumbing, elevators, electrical, general construction, fire services, asphalt & concrete needs, etc.
 - Fleet Management - Process includes servicing and maintaining commissioner fleet vehicles and equipment as well as replacement schedules
 - HVAC & Controls - This function is responsible for the county HVAC mechanical systems, preventative maintenance, software controls and vendor coordination
 - Custodial & Grounds - This function oversees building housekeeping services, supply ordering, ground care maintenance and vendor selection & evaluation
 - Energy Management & Utilities - Operation includes energy conservation initiatives, utility tracking and participation on the County Commissioner Association of Ohio Energy Consortium Committee
- Project Manager
 - Responsibilities include capital asset planning and long term strategic planning
 - Oversees planning, construction and remodeling of buildings, etc. Secures quotes and/or bids on equipment, projects, etc. Attending pre-bid conference for Board.
 - Coordinates project activities (e.g. tracks number and type of projects, time frames, budgets, goals and objectives, etc.); monitors projects to proceed within approved time frames and budgets; maintains

related documentation; assists with special problems; coordinates activities with outside contractors; assists with writing bid specifications and selecting best proposals as necessary;; advises Commission Board or department official/supervisor on project status; visits job sites as necessary to advise on progress.

OTHER DUTIES AND RESPONSIBILITIES:

- Makes administrative decisions and acts on behalf of commissioners
- Serves as liaison with officials, agencies, constituents, media and general public
- Completes special administrative or confidential projects as requested.
- Performs other related duties as required.
- Demonstrate Regular and Predictable Attendance

POSITIONS SUPERVISED:

County maintenance team, vehicle maintenance team,

KNOWLEDGE, SKILLS AND ABILITIES: (*indicates developed after employment)

- Knowledge of: department policies and procedures*
- Government structure and process
- Safety practices and procedures
- Ohio Revised Code regulations governing safety procedures
- Occupational safety and health requirements; inspection techniques
- Workers' compensation laws and regulations
- Accident investigation and analysis
- Office practices and procedures.
- Ability to: carry out assignments with minimal supervision
- Communicate effectively; provide effective instruction
- Define problems, collect data, establish facts and draw valid conclusions
- Develop and maintain effective relationships with associates, subordinates, government officials and general public
- Exercise sound judgment
- Prepare and maintain accurate documentation
- Deal with many variables and determine specific action
- Handle sensitive inquiries from county agencies and the public
- Use proper research methods in gathering data.

EQUIPMENT KNOWLEDGE:

Computer, calculator, typewriter, copier, fax machine

UNUSUAL, HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

None

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. Any example of an acceptable qualification for this position is: Completion of degree in business administration, management, or specialized field relevant to position, in the public sector; or any equivalent combination of education and experience; incumbent must meet all job safety requirements and all applicable OSHA safety, standards that pertain to essential functions.

LICENSE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Appointing Authority

Date

Employee Signature

Date