

Public Notice

Notice hereby given that the County of Webb is currently accepting responses to Request for Qualifications for a **Director of Facilities and Maintenance**. The successful candidate will be responsible for the following:

Organizes, plans, and directs all activities concerned with the upkeep and maintenance of the Webb County facilities that may be assigned. Utilizes judgment in adapting and applying existing guidelines; works under limited supervision; and to perform other related work as directed.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. **The salary is commensurate with experience.**

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m.–5:00 p.m.

Application and package may also be obtained On-line: www.webbcountytx.gov

Responses to the Request for Qualifications must be received no later than **Thursday, June 21st, at 2:00 p.m.**, at which time all Responses to the Request for Qualifications will be opened and read to the public. No late Responses will be considered.

Questions regarding the Request for Qualifications should be addressed to Ms. Cynthia Mares, Administrative Services Director, (956) 523-4143 or Dr. Cecilia May Moreno, Webb County Purchasing Agent at (956) 523-4125.

The County of Webb reserves the right to reject any and all responses or to select the response that is in the best interest of Webb County.

Dr. Cecilia May Moreno, Purchasing Agent

Advertising Dates: Wednesday, June 6th, Sunday, June 10th, Wednesday, June 13th, Sunday, June 17th, 2012.

STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:

- A. Statement of Qualifications Packet should contain / address the following:
- 1). Table of Contents:
Must clearly identify information material by section and page number.
At a minimum, include:
 - a) Title Page: Name of applicant, address, telephone number, email address and date.
 - b) Webb County Job Application.
 - c) Resume.
 - d) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the Facilities and Maintenance Director.
 - e) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the Facilities and Maintenance Director.
 - f) Scope of Service: Describe your Qualifications in relation to the responsibilities and administration of the Facilities and Maintenance Director, and include any special conditions, limitations or circumstances applicable or required.

Note:

The offer of employment is contingent upon satisfactory completion of Pre-employment Drug and Alcohol testing; motor vehicle background check; reference check; background check. Please fill out the “Authorization to Release Information” form and include in your packet.

Statement of Qualifications packet must be submitted to the **Webb County Clerk** with an original and 8 copies in a sealed envelope marked with RFQ number “Q-2012-303” and description of service “Webb County Engineer and Utilities Director” on front lower left hand corner of envelope.

“RFQ-2012-304” “Facilities and Maintenance Director” Completed packages are due by 2:00 p.m. on Thursday, June 21st, at the following location:

**Honorable Margie Ramirez Ibarra
Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the Position, or as otherwise determined by the Commissioners Court. Completed packages not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: DIRECTOR OF FACILITIES AND MAINTENANCE
DEPARTMENT: WEBB COUNTY BUILDING MAINTENANCE
SLOT NUMBER: 43
REVISION DATE: MAY
29, 2012

JOB SUMMARY:

The Director of Facilities and Maintenance is directly responsible to Commissioner's Court. The role of the Director of Facilities and Maintenance is to assure that the physical environment for Webb County employees and their constituents is efficiently maintained. The Director is responsible for the operation and maintenance of facilities, plant equipment and custodial services. Must possess knowledge of computerized plant maintenance systems. Must develop, monitor and control budgets and expenditures within the Facilities and Maintenance departments. Must be able to provide cost estimation, equipment specifications, budgeting recommendations, repairs and alteration recommendations, personnel technical training and personnel safety training.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes department goals and objectives and keeps the responsible executive officers informed of status of these goals and objectives. Provides leadership for Facilities and Maintenance departments in the attainment of established goals and objectives.
- Assures that facilities and maintenance employees are customer oriented and that they understand that support service personnel exist to serve Webb County administrators, staff and their constituents.
- Assures that facilities and maintenance employees have adequate knowledge and training in their field and practice safe working habits.
- Assures that all facilities and maintenance have adequate knowledge of Webb County policies and procedures and abide by them.
- Allocates and manages financial and physical resources within the Facilities and Maintenance departments.
- Develops and implements short-range and long-range plans of the Facilities and Maintenance departments.
- Develops and implements quality control programs of the Facilities and Maintenance department.
- Monitors utilities quality control programs of the Facilities and Maintenance department.
- Interprets wiring diagrams and equipment manuals to diagnose malfunctioning equipment using testing equipment.
- Directs activities of workers engaged in remodeling of existing building or construction of new facilities and assures compliance with city building codes.

- Must possess the technical and management skills necessary to supervise technical personnel in the operation and maintenance of buildings, plant equipment, air conditioning and heating systems and custodial services.
- Directs activities of workers engaged in installing, repairing, and inspecting electrical and mechanical equipment; and assures compliance with National and City codes.
- Directs activities of workers engaged in installing, repairing and servicing heating, ventilating, and air conditioning equipment; and assures compliance with standards of the Air Conditioning Contractors of America.
- Directs activities of workers engaged in cleaning, sweeping, mopping, waxing and polishing floors and general cleaning of the furniture, fixtures, equipment and restrooms.
- Adheres to all policies and procedures as prescribed by Webb County.
- Observe and insure that all safety precautions, rules and requirements are followed.
- Perform additional duties as assigned by Commissioner's Court.

QUALIFICATION STANDARDS:

- Bachelor's Degree from an accredited U.S. institution of higher learning in Building Construction, Engineering, Architecture, or related field required. (*Commissioners Court reserve the right to substitute experience for education.*)
- Five years as Facilities and Maintenance Director of multi-storied facility systems, two (2) of which must have been in a supervisory or management capacity.

SKILLS AND ABILITIES:

- Must be proficient in use of computer and Microsoft software.
- Must be able to handle multiple priorities and work under deadline pressure.
- Must possess good interpersonal skills in dealing and communicating with elected officials, department heads, employees, co-workers, agencies and the general public to ensure a service oriented environment.
- Must be able to communicate in English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand or walk for prolonged periods of time.
- Must be able to lift 30-45 lbs.
- Must be able to work beyond a normal workday as needed.
- Must be able to work outdoors as needed.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

SUPERVISORY:

- Supervised directly by Commissioner Court.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH
THE AMERICAN WITH DISABILITIES ACT.**



ADMINISTRATIVE SERVICES DEPARTMENT
Human Resources Office
1110 Washington St. Suite 204
Laredo, Texas 78040
(956) 523-4198
Fax (956) 523-5053

AUTHORIZATION TO RELEASE INFORMATION

I _____ authorize the Webb County Human Resources Department to conduct a Criminal Background Check, and a Motor Vehicle Report (MVR) on me for possible employment with Webb County.

I, hereby release the County of Webb from any liability which could result from furnishing the information requested above or from any subsequent use of such information.

Date of Birth _____
Drive License _____
Number _____ State _____
Social Security _____
Number _____
Signature _____
Date _____