



FACILITIES DIRECTOR





■ THE COUNTY ■

Galveston County is the 17th largest county in the State and is one of the top beach destinations on the Gulf Coast of Texas, just 50 miles from Houston, encompassing an area of 378 square miles. The County has a population of 351,000 residents and is comprised of the cities Bayou Vista, Clear Lake Shores, Dickinson, Friendswood, Galveston, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City, and Tiki Island.

The County has a thriving diverse economic base that includes petrochemical, medical, insurance, manufacturing, retail, and tourism. Along with the beautiful beaches and natural habitat, the County is also home to many regional attractions and destinations including Galveston Pleasure Pier, Moody Gardens, Schlitterbahn Waterpark Galveston, Downtown Galveston Historical District, Kemah Boardwalk, and the 4th largest U.S. Cruise Terminal. Residents and visitors to the area also enjoy annual events such as Dickens on the Strand, Mardi Gras, and the Lone Star Motorcycle Rally.

Galveston County has tremendous educational opportunities for public and private primary and secondary schools. The County is also home to higher education institutions, including the University of Texas Medical Branch at Galveston, Texas A&M University of Galveston, Galveston College, and College of the Mainland.

■ GOVERNANCE ■

Galveston County is governed by the County Judge, who sits as the chair of the County's Commissioners Court. The County is split into four precincts with each precinct represented by an elected Commissioner that sits on the Commissioners Court, which has oversight of county functions. Other elected positions in Galveston County include the County Clerk, District Attorney, District Clerk, Sheriff, Constables, Tax Assessor-Collector, County Treasurer, District and County Judges including Probate, as well as Justices of the Peace. The County's FY2023 adopted budget is \$191.88 million and has an ad valorem tax rate of \$0.424500. The County employs over 1,300 FTEs.

To learn more, go to: <https://www.galvestoncountytexas.gov/>



■ THE POSITION ■

Under the leadership of the County Judge and the Chief of Staff, the Facilities Director will manage and oversee the Facilities & Maintenance Department. The Department is responsible for the operations and maintenance of Galveston County facilities to include the North County Annex, 16 facilities on the Mainland, 6 facilities on Galveston Island, and 3 facilities on Bolivar Peninsula. This position also manages and budgets a variety of service contracts for janitorial services, utilities, waste management, elevator maintenance, lawn services, ground maintenance and alarm services. The Facilities & Maintenance Department has an annual budget of \$7.43 million and 18 FTEs.

The mission of the Facilities & Maintenance Department is to provide a safe and comfortable environment for all employees and visitors to the Galveston County facilities, and to maximize the efficiency and life span of all equipment and building systems associated with the facilities.

Key functions for this role:

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs and manages daily department operations, including facilities management, toll bridge operations and records management.
- Formulates and administers budgets.
- Provides excellent support to County employees and residents in response to concerns, repairs, and requests.
- Works to ensure safety is top of mind, ADA compliance is achieved and hazard mitigation.
- Schedules and coordinates various life safety, boiler, and elevator inspections.
- Manages the building automation systems for county facilities.
- Administers departmental payroll.
- Performs facility and equipment inspections, and schedules repairs accordingly.

■ THE IDEAL CANDIDATE ■

The County is looking for an organized, collaborative, and assertive professional with exceptional knowledge and experience in facility maintenance and management. The ideal candidate shall possess the diplomacy and political aptitude to be an effective communicator, listener, and advisor throughout all levels of the organization. The new Director must place a high value on providing customer service excellence to departments and employees in a timely and effective manner, and ensure that safety is top of mind, ADA compliance is achieved, and hazards are mitigated for all County facilities. Candidates must have the utmost integrity and discretion, along with the ability to work autonomously, view issues objectively and find workable solutions. It is ideal for candidates to have previous experience with the management of construction projects or major renovations, due to the County's three (3) new building projects that are anticipated over the next 2 years. Municipal government experience is not required, but is a huge plus!

Desirable competencies for the **Facilities Director** include:

Solution Driven & Forward-Thinking – Demonstrates the ability to identify, analyze and solve problems; makes informed decisions and addresses complex organizational challenges; implements creative solutions and provides direction by clearly and effectively setting courses of action; has the patience and perseverance to foster a vision and direction for the organization.

Effective Communication – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Leadership & Collaboration – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable; possesses collaborative and conflict resolution skills; identifies, monitors, and measures the needs of both internal and external customers.

■ EDUCATION/EXPERIENCE ■

Candidates shall have at a minimum an Associate's Degree, but a Bachelor's Degree is desirable, along with 8-10 years of experience in facilities maintenance and project management or closely related experience. Previous experience with the management of construction projects or major renovations is necessary, since the County is anticipating three (3) new building projects over the next 2 years.



■ COMPENSATION AND BENEFITS ■

The hiring range for this position is **\$119,015 - \$136,867**.

The salary range for this position is **\$119,015 - \$176,559**.

The actual salary will be dependent on the qualifications and experience of the successful candidate. The County also offers a very attractive benefits and retirement package. Relocation assistance to be discussed.

■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE ■

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, September 25, 2023**.

Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials to:

<https://www.cps hr.us/recruitment/2244>.

For additional information about this position please contact:

KYLIE WILSON

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www.cps hr.us

CPS HR  CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

The County of Galveston is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, gender identity or expression, genetic information, veteran status or any other characteristic protected by law.

