

## **Staff Report**

**Subject:** Approval and publication of a new job description for Facilities Maintenance.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** March 21, 2023.

**Item Description:** Approval and publication of a new job description for Facilities Maintenance.

**Summary Recommendation:**

Staff is requesting authorization to approve and publish a new job description for Facilities Maintenance.

### **Executive Summary/Background**

*Director of Facilities Maintenance:* the purpose of this position is to plan, supervise, and direct correctional employees, including inmates, engaged in maintaining and repairing County facilities and buildings. Employees in this classification supervise inmate work crews engaged in preventative and routing maintenance of County buildings, equipment, and facilities, including plumbing, electrical, and mechanical systems.

This will be a promotion in title for our current Facilities Maintenance Supervisor, Mr. Fred Ryan, who has been with the County since May 2016.

### **Alternatives for Commission to Consider**

1. Approve the job description; authorize publication and distribution.
2. Disapprove the job description and provide guidance to staff.

**Recommended Alternative:** Staff recommends Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Facilities Maintenance, and Human Resources.

**Funding Source:** No impact on the current FY budget as there is vacancy savings.

**Attachment:** Director of Facilities Maintenance Job Description