

Transylvania County, NC

JOB DESCRIPTION

Operations Director

Department: Emergency Management

Pay Grade: 118

FLSA Status: Exempt

JOB SUMMARY

Performs complex executive work in overseeing the general health and safety policies and procedures of the organization, establishing and administering the Safety and Loss Prevention Program, and ensuring the safety of all buildings. This position is also responsible for staffing, budgeting, and monitoring of all activities of the Housekeeping and Maintenance Departments. This position will report to the Transylvania County Assistant Manager.

ESSENTIAL JOB FUNCTIONS

- Directs and oversees the operations of assigned departments and outside contract agencies.
- Works with the North Carolina Association of County Commissioners to provide up-to-date safety policies for all employees.
- Monitors the spraying of pesticides across the County's parks and facilities.
- Investigates all accidents and incidents, documents with appropriate paperwork, and assists in the filing of workers' compensation claims as needed.
- Provides all documentation for OSHA and ensures that all claims have documentation.
- Conducts monthly safety meetings required by the North Carolina Department of Labor.
- Ensures compliance with laws and regulations including local ordinances, State and Federal legislation.
- Plans and monitors special projects as assigned; ensures completion.
- Ensures delivery and various emergency service disciplines for disaster response plans completion.
- Recruits and selects department personnel; supervises the work of assigned personnel and contract employees; assigns, directs and inspects the work of and evaluates assigned personnel; ensures the proper training of personnel; recommends suspensions and termination.
- Handles time sheets for assigned personnel.
- Serves as County representative to assigned contract emergency services agencies; reviews, prepares and recommends budgets.
- Handles purchase orders and monitors all janitorial supplies for all County buildings.
- Ensures all work/cleaning schedules are closely followed and keeps track of all maintenance work being performed.
- Negotiates and manages contracts with non-county agencies including local municipal agencies providing services to citizens and ensures compliance and accuracy with invoices.
- Oversees budget development activities for assigned departments.
- Reviews and develops local ordinances that affect assigned departments or services and submits to the Manager and Board of Commissioners
- Prepares estimates for projects.

- Develops, reviews and implements programs, policies and procedures.
- Addresses the general public and various public officials regarding County business or issues; attends meetings as necessary.
- Serves on various boards, committees and work teams.
- Oversees disaster response and relief functions during disaster situations.
- Evaluates departments and programs and recommends changes as necessary to address deficiencies or enhance operations.
- Serves as liaison for County to various organizations and contract agencies.
- Plans, organizes, budgets and oversees difficult and complex projects as assigned.

QUALIFICATIONS

Minimum Education and Experience:

Bachelor's degree with coursework in public or business administration, construction management, emergency management, or related field and three (3) years related experience, or equivalent combination of education and experience.

Required Licenses or Certifications:

OSHA 30-Hour Department of Labor card, National Playground Safety Inspector certification, North Carolina Department of Agriculture Pesticide Applicator's license.

Additional Requirements:

None.

Knowledge, Skills and Abilities:

- Knowledge of local government laws, statutes, and administrative codes, fire and rescue services, life safety and fire prevention, emergency communications, human resource management, disaster management and emergency management.
- Knowledge of OSHA standards for general industry.
- Skills in researching and preparing reports relating to funding and operations.
- Ability to effectively analyze technical data.
- Ability to write and maintain complex financial records.
- Ability to effectively supervise and direct the work performance of subordinate supervisors and support staff members.
- Ability to communicate ideas effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with advisory groups, volunteers, review boards and commissions, elected officials, media representatives, associates and the general public.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Work regularly requires mental acuity, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, pulling or pushing, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision and distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive

information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; this work does not require any specialized sensory utilization.

WORK ENVIRONMENT

This work is generally located in a controlled environment (e.g. private offices and buildings). Work can also require occasional exposure to wet humid conditions (non-weather) and exposure to outdoor weather conditions, frequently working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus and occasionally requires exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Work may require exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather), frequent exposure to wet, humid conditions (non-weather) and exposure to fumes or airborne particles and occasionally requires working near moving mechanical parts, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Transylvania County has the right to revise this job description at any time. This description does not in any way represent a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date