



ASSISTANT DIRECTOR - CAPITAL FACILITIES

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	7/9/2024 6:38:12 PM
Working Title:	ASSISTANT DIRECTOR - CAPITAL FACILITIES
Job Family:	Executive Leadership
Classification:	Assistant Director - DCD, DAS, HS, PW

ORGANIZATION

Department:	Public Works
Cost Center/Program:	9271 - Facilities - Administration
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

This classification is responsible for directing operations and providing broad oversight of multiple divisions within the following County departments Public Works, Department of Administrative Services, Human Services and Community Development. Positions in this classification support the Department Director in department wide planning, strategy, and operational leadership. Incumbents may serve as second in command to the Department Director and may be granted broad delegated authority for decision making. Because this is a general classification used across County departments, specific duties and qualifications may vary depending on departmental needs.

This is an at will appointed position, and the scope of work is unique to the department served. Relevant professional experience demonstrating the required knowledge, skills, and abilities may substitute for educational requirements.

The responsibilities of this classification are to manage the Capital Facility Programs for County administrative facilities, utilities, parks and others, including project management, engineering, design management, and construction management, plus the County Facilities Maintenance program. Responsibilities include providing strategic program management and engineering oversight to the design and construction of large and small capital projects and maintenance renovation projects within assigned divisions within Kitsap County. Work typically involves a broad scope of engineering, architectural, construction management and project management responsibilities for the design and construction of infrastructure and buildings, including buildings (courthouse, jail, juvenile detention, administration), utilities (sewer, stormwater, solid waste), parks, and natural resources.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Provide strategic direction and guidance to Capital Project Managers, Engineering Managers and Construction Managers in the development and delivery of large, complex Capital Projects. Deliver projects at full-scope, within budget, and on schedule to ensure the mission readiness of County facilities and infrastructure. Provide executive level client services to facility owners and end-users to ensure clients' needs are incorporated and expectations met.	40%
Manage the County Facilities Maintenance Programs for administrative facilities, including asset management, preventive maintenance services, grounds-keeping, and custodial services. Ensure the mission readiness and capability of the facilities support the requirements of the end-user. Responsible for the quality of services, reliability of systems and responsiveness of staff to customer needs.	20%

Essential Functions

Essential Function	% TIME
As an executive leader, assists the Director in the development and implementation of departmental strategic goals, objectives, policies, and procedures. Coordinates division activities within the department and with other County departments and outside agencies. Develop, formulate and modify programs, strategies, operating policies, procedures and practices to accomplish the objectives of the Director and Board of County Commissioners. Provides Department and County representation on strategic level committees and special purpose groups and boards. Serves as the key liaison with the Board and the public, other agencies, contractors and organizations.	10%
Develop and manage the Division's operating budget and capital project budgets to ensure delivery of facilities and services within authorized funding levels. As part of asset management, develop budget, funding and financing strategies to ensure the readiness of facilities. Manage the project cost model to capture the cost of project delivery to the appropriate project fund and program, ensuring documentation of project support and staffing costs.	10%
Provide for the professional development of assigned staff, mentoring the development of professional engineers and construction management professionals. Provide for training, education, and certification of skilled-labor needed to provide required services. Oversees the development of divisional workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.	20%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	<input checked="" type="checkbox"/>
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	from an accredited university in a related field.		
Bachelor's Degree	Civil Engineering, Mechanical Engineering, Architecture, Public Administration or related field.	Required	and
Master's Degree	Engineering or related field	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
10+ years	of progressively responsible professional experience in a relevant discipline.		
3 years	of managerial or supervisory experience.		
10+ years	of progressively responsible professional experience in engineering, planning, design, construction, operations and maintenance of public or private utility infrastructure and facilities.	Required	
3 years	Managerial experience.	Required	
	Experience with the financial management of facilities, utilities or public agency operations, including budgeting, expenditures, purchasing, contracting, financing and rate setting.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
Professional Engineer (PE) License		Upon Hire	Preferred
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required

Equivalency

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Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Professional and technical theories, principles, practices and procedures related to the operation and maintenance of utility systems including federal, state, and local laws, standards, codes, regulations, guidelines, and ordinances.	High
Effectively respond to and reconcile competing interests of governmental entities, community organizations, service organizations, and public representatives as they affect the planning and operation of assigned programs. (Often have to represent county on multi-disciplinary groups that represent divergent interests.)	High
Apply judgment and discretion in resolving problems and interpreting policies and regulations. (Exact answers to dilemmas are not always written down. Assistant Director level requires the ability to apply judgment to resolve such issues.)	High
Communicate effectively, both orally and in writing and to make effective public presentations of technical, complex, and often controversial information. (Interaction with public or elected officials often requires presenting technical information in understandable terms or analogies that non experts can relate to.)	High
Strong organization and time management skills.	High
Excellent analytic, organizational, leadership, and customer service skills.	High
This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals.	High
Excellent written and verbal communication skills using excellent grammar, punctuation, and spelling to explain, teach, and learn.	High
Ability to meet deadlines and work quickly in an occasionally fast-paced environment	High
Ability to problem-solve and present possible solutions to Director and supervisor	High

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type: Flexible Hybrid – Predetermined by Management

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Weight Bearing Standing	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Weight Bearing - Walking	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Running	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Jumping	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Climbing Ladder, stairs, stools	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Bending at the waist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Stairs, ladders, equipment access, outside terrain
Twisting at the waist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Stooping Slight bend at knees	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Squatting	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Crawling On hands and knees	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Lying Down	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Back, side or stomach	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Lifting 50 + lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Carry 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pushing 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pushing 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pulling 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Pulling 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Driving vehicles

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Flexion of neck looking downward	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Twisting of neck side to side	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Keyboarding/Typing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Side to Side Motion of Wrist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Turning/Rotation of wrist/hand	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Gross Manipulation	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Repetitive Motion	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	computer screen

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Writing: Composing communications in writing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Math: Compute a series of numeric variables, measurements	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Exposure to Bloodborne Pathogens	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Work Outside	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Customer/Public Contact	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Office environment
High Elevations	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Moving Objects	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Slippery Surface	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Wetness	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Temp.Humid/ Extremes	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Temp. Cold Temp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Confined Spaces	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	professional/semi professional attire
Vibration	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Use of Solvents	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Use of Detergent	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Chemical Contact	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Chemical Vapors	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Explosives	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Radiation	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Electricity	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Noise intensity	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction	Yes	
Memory – Ability to remember and recall procedures, processes and activities routine in nature.	Yes	
Regular and reliable attendance	Yes	
Ability to problem Solve	Yes	
Ability to perform complex & varied tasks	Yes	
Ability to develop & maintain positive work environments	Yes	
Ability to supervise/lead and influence others	Yes	

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Mechanical/Electrical parts	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Driving – Regular Vehicle	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Driving DOT/CDL Vehicle	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Operate Heavy Equipment	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate Heavy Machinery	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Small hand tools	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate power equipment such as drill/saws	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$173,096.85
Annual Min:	\$135,303.48
Hourly Max:	\$0.00
Hourly Min:	\$0.00