



C.O.# 139934

COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 12/13/2022

SUBJECT: **APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –
FACILITIES MANAGEMENT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Table of Organization for Facilities Management to create one (1) new Building Manager position and two (2) new Building Engineer III positions effective on January 1, 2023.

BACKGROUND

Facilities Management is requesting that three (3) new positions be created to assist with staffing Public Health buildings. These positions will be funded through ARPA. The Grade 71 Building Manager position will supervise and perform building maintenance duties. The incumbent will manage employees, prioritize workload and assignments, and oversee work performed by employees and contractors. This position description already exists and does not require Job Evaluation Committee review.

The Grade 29 Building Engineer III positions will provide maintenance services through preventive maintenance, repair, and event setup. The positions will maintain HVAC, plumbing, and other building systems through direct work or work with contractors. This position description already exists and does not require Job Evaluation Committee review.

This item has been recommended for ARPA/FRF funding. Additional positions under this special fund may be requested in the future. Positions funded by grants or special funds may be eliminated due to loss of funding at any time, and Tarrant County has no obligation to assume funding for these positions.

FISCAL IMPACT

The annual fiscal impact to ARPA funding will be approximately \$236,366.17 including fringe benefits.

This item has been recommended or approved for ARPA/FRF funding.

SUBMITTED BY: Human Resources

PREPARED BY: Anjanie Ramnarine
APPROVED BY:

Proposed Position Title & Grade	Proposed Organizational Unit	Proposed Job Number	Proposed Fund*	Effective Date
Building Manager, Grade 71	NEW-Facilities Management-Public Health	1267 - Supervisor TC71	CARPA-2023	1/1/2023
Building Engineer III, Grade 29	NEW-Facilities Management-Public Health	1057 - Building Maintenance TC29	CARPA-2023	1/1/2023

*Cost centers and grants will be determined upon creation of each position

Facilities Management – Operations Manager

Proposed Effective January 1, 2023



