

FACILITIES MANAGER

FUNCTION OF THE JOB

Under direction, to plan, develop, operate, and supervise the activities of the facilities management division including the maintenance and housekeeping of all County owned buildings; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Responsible for the preparation and implementation of the Countywide maintenance and repair plan for all County buildings.
2. Directs and oversees the work of outside contractors and department staff in the execution of various facility maintenance and building improvement projects to ensure overall quality and workmanship, conformance to contract documents and departmental standards, and agreement with applicable building codes and regulations; implements operational changes to improve efficiency of workforce and building systems.
3. Responsible for the planning, management, and implementation of the countywide card access/keying system including the issuing and inventorying of cards/keys and the assignment of access levels.
4. Responsible for providing housekeeping and janitorial services for all county buildings utilizing County employees or contracted agencies.
5. Directs the development of a preventative maintenance program and the training of staff to minimize equipment breakdowns, to lower major maintenance costs on all buildings and stationary equipment, and to extend facilities and systems life.
6. Develops, implements, communicates, reviews, evaluates and monitors policies, procedures, and standards for the division as they relate to County facilities.
7. Participates as a team member on building projects.
8. Prepares and directs the development of project bid packages (drawings and specifications), reviews contractor proposals, recommends the award of services to outside vendors to provide services and materials on a Countywide basis for repairs and maintenance to buildings and equipment and building improvement projects.
9. Reviews and approves drawings and specifications for capital projects affecting County buildings and stationary equipment.
10. Develops and maintains a building system maintenance and replacement plan for each facility system.
11. Directs the development of and conformance to a five-year building improvement plan and facilities equipment preventative maintenance and replacement plan.
12. Prepares the Countywide capital improvement plan and program involving the construction of new and existing buildings and land improvements.
13. Maintains a Quality Assurance Program to ensure customer expectations are measured and met; oversees customer satisfaction survey.
14. Provides technical assistance to staff and other departments in solving maintenance issues, remodeling proposals and facility operational type problems.
15. Monitors facility utilities and energy usage, maintains energy usage data, researches energy conservation ideas, and implements utility and energy conservation projects and measures.
16. Directs the supervision, selection, and evaluation of the staff; handles any personnel problems of the staff and authorizes corrective action.
17. Assists in preparing an annual budget and in implementing approved expenditures.
18. Directs and coordinates training programs necessary to ensure the health and safety of department staff so that a competent work force is available to meet the needs of the facilities and to develop the potential for promotion of employees as vacancies occur.
19. Directs and controls the purchases of necessary supplies and equipment including overseeing video surveillance locations and applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

20. Represents the division before various boards and committees and presents recommendations.
21. Reviews and submits statistical, financial, and control records relating to costs, work schedules, supplies, equipment, and program operations.
22. Establishes and maintains effective working relationships with staff, boards and committees, community agencies, state and local governments, and the public.
23. Maintains prompt, predictable, and regular attendance.
24. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the current principles and practices of architectural, civil, mechanical, structural and electrical engineering as they relate to construction and maintenance of building systems and stationary equipment.
2. Thorough knowledge of the current principles and practices of the administration, development, and management of maintenance programs for a multi-location physical complex.
3. Thorough knowledge of the federal, state, and local laws, codes, and regulations related to building construction and building systems.
4. Considerable knowledge of administrative, managerial, and supervisory principles and practices including budgeting, planning, program evaluation and employee supervision.
5. Considerable knowledge of the tools, equipment, materials, methods, and practices used in the construction, repair, and maintenance of buildings and stationary equipment.
6. Considerable knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
7. Working knowledge of occupational hazards and safe work practices.
8. Ability to utilize word processing, database, and spreadsheet programs.
9. Ability to coordinate, direct, supervise, and evaluate the activities of a division staff.
10. Ability to plan, organize, and effectively present ideas, concepts, and recommendations to other departments and to various boards and commissions.
11. Ability to prepare and coordinate the preparation of project bid documents (drawings and specifications), analyze bid proposals, read blueprints, and draft contract agreements.
12. Ability to analyze and prioritize facility and equipment maintenance issues, implement a preventative maintenance program, prepare and manage a departmental budget, and update and maintain a 5-year building improvement plan.
13. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
14. Ability to establish and maintain effective working relationships with staff, boards and committees, community agencies, state and local governments, and the public.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in engineering or a closely related field.
2. Five (5) years of progressively responsible work experience in the operations, maintenance, and repair of large complex facilities, two (2) years of which involved supervisory duties.
3. A master's degree in engineering, public administration, business administration, or a closely related field may substitute for one (1) year of the work experience requirement.