

## CLASS SPECIFICATION



**CLASS:** Facilities Manager  
**ALLOCATION:** Administrative Services Department  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** December 2009

### **JOB SUMMARY:**

Under general direction, develops and implements overall goals and objectives of the Facilities Maintenance Division of the Administrative Services Department (incorporating both Building & Grounds and Custodial Services); assesses facility needs and makes recommendations; develops and administers facility management programs, projects, initiatives and budgets; plans, organizes, directs and coordinates the activities of employees and others to include all building trades activities (consultants, vendors and contractors), maintenance, construction projects, provides support on capital projects, security support, remodeling, and related communications; and performs other duties as assigned.

This is a single professional level mid-management classification.

### **CLASS CHARACTERISTICS:**

This position has primary responsibility to assist the Assistant Director and Director of Administrative Services in all aspects of the department's responsibilities for the maintenance of buildings and grounds, other County facilities and custodial services management. This position will manage a staff of supervisors and technical personnel involved in closely related work processes that require strong administrative and multitasking skills. This class is distinguished from Assistant Director of Administrative Services in that the latter is responsible for the overall functions of the County-wide administrative services and purchasing program, which includes facility acquisition, equipment and supplies purchases, county wide information technology, facilities management, capital improvements, purchasing/contract coordination, custodial services, and print shop services.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develops and implements goals, objectives, policies, procedures and work standards for the Facilities Maintenance Division which enhances financial effectiveness and operational efficiency.
- Plans, organizes and directs operations and activities of the Division including basic repair and minor renovation of County buildings and grounds, facilities and equipment and custodial services; ensures Division activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures; establishes and maintains Division priorities and timelines; coordinates and directs personnel, resources and communications to meet County needs and ensure smooth and efficient Division activities.
- Plans, organizes, administers, trains, reviews and evaluates the work of technical and trades service and maintenance personnel directly or through subordinate supervisors; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains high standards necessary for the safe, efficient and professional operation of the department; ensures that proper training is provided to subordinate staff including departmental, County and other policies and procedures, as well as, safe work practices.
- Works with Assistant Director and Director to collaborate with other administrators, Department Heads, personnel, architects, engineers, construction managers, contractors, vendors and various outside organizations in the development and implementation of programming, design, construction, maintenance, renovation programs, projects and related activities; monitors and evaluates progress; inspects completed projects for accuracy, completeness and compliance with established contracts, specifications, safety protocols, including California Occupational Safety and Health Act, American with Disabilities Act (ADA) and other code compliance.
- Assists in the development and preparation of the budget for the Facilities Maintenance Division; participates in the forecast of funds needed for staffing, equipment, materials and supplies; administers approved budgets.
- Participates in the County's capital and maintenance improvement projects and functions; coordinates and directs related architectural functions; assists in the development and maintenance of related contracts and specifications; ensures proper and timely resolution of building maintenance issues.
- Inspects facilities to ensure compliance with established policies and procedures, safety protocols and rules, and established standards of service; conducts life cycle cost analysis and recommends alterations and improvements to increase the life of County-owned buildings.
- In conjunction with purchasing staff, participates in Division purchasing activities, including the preparation and distribution of requests for proposals for professional services and construction materials; estimates labor, material and equipment

- requirements for projects; analyzes proposals and may participate in negotiating and administering resulting contracts.
- Orders parts needed in custodial services, maintenance and installation projects and maintains inventories of plumbing, heating, electrical and custodial parts and supplies.
- Assures adequate personnel, equipment and material levels to meet project needs and timelines; coordinates equipment and material purchases as appropriate; reviews and evaluates project costs; initiates project adjustments to meet financial limitations; recommends project fund transfers or recommends additional funding as appropriate.
- Provides consultation to County administrators, personnel, outside agencies and the public concerning programming, design, estimating, construction, maintenance, repair and renovation operations, projects and activities; responds to inquiries, resolves issues and conflicts and provides detailed and technical information regarding related laws, codes, regulations, policies, ordinances, standards and procedures.
- Directs the preparation and distribution of correspondence and informational materials related to Division functions; prepares, reviews, evaluates and provides recommendations concerning contracts, claims and other legal documents related to maintenance and construction projects; reviews and approves pay requests, change orders, requisitions, RFP's and other documents related to projects.
- Builds and maintains positive working relationships with co-workers, County employees and the public using principles of good customer service.
- Prepares reports and agenda items and presents projects to the Board of Supervisors.
- May assist in the planning, developing, and directing the services needed by County staff and the community in disaster emergency situations under the OES Logistics Chief.

**Important:**

- Compliance with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle.
- Travel to a variety of sites in the County.
- Uses standard office equipment, including a computer, in the course of the work.
- Attends and conducts a variety of meetings as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Operational characteristics, services and activities of a facility and custodial services management program.
- Principles and practices of request for proposals, program development and contract administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of building maintenance and inspection.
- Cost and benefit analysis techniques.
- Tools, materials, working practices and methods of the building trades and custodial services.
- Materials, equipment, and working procedures used in the day-to-day upkeep of buildings and grounds.
- Landscaping, plant propagation, soils, insecticides and garden tools.
- Principles and practices of work safety.
- Pertinent federal, state local laws, codes and regulations.
- Legally-mandated safety programs, including federal and state safety regulations (Cal-OSHA).
- Title 24 and ADA requirements for accessible design and construction.

**Skill in:**

- Planning, scheduling and reviewing the work of assigned staff.
- Selecting, supervising, training and evaluating staff.
- Developing and administering Division goals, objectives and procedures.
- Developing and monitoring of an assigned program budget.
- Meeting schedules and timelines, working independently with little direction; planning and organizing work.
- Providing cost estimates for repairs and/or maintenance work.
- Monitoring, evaluating and determining priority of building maintenance, servicing and repair projects.
- Preparing clear and concise administrative, financial or statistical reports.
- Planning, implementing and monitoring state and federally-mandated safety programs.
- Operating office equipment including computers and supporting word processing, spreadsheet, and database applications.

**Ability to:**

- Oversee and participate in the management of a comprehensive facility and custodial services management program.
- Analyze labor, material and equipment costs for job costing.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret specification data, write job orders, specifications and estimates.
- Interpret and apply federal, state and local policies, laws and regulations.
- Develop effective and safe work procedures.
- Coordinate the purchasing and assure optimal pricing and quality of items for the County.
- Read blueprints, floor plans and related architectural drawings.
- Use tact, patience and courtesy.
- Communicate clearly and concisely, both verbally and in writing.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop, bend, kneel, crouch, reach, twist and climb stairs to access the work environment including a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Lift, carry, push and/or pull light to moderate amounts of weight.
- Due to size of facilities, frequent work at considerable heights is required.
- Travel to other locations using various modes of private and commercial transportation.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work in a standard office setting, an outdoor field environment with travel from site to site and industrial environments including building machinery rooms, attics and building access areas.
- Work extended hours including evenings and weekends.
- Exposure to all weather conditions and machine noises.
- Occasionally exposed to fumes or airborne particles, high precarious places, and toxic or caustic chemicals.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Special Requirements:**

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

**MINIMUM:**

**Licenses and Certification:**

- A valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

**Education and Experience:**

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration or a field related to the work and four years of increasingly responsible facility maintenance experience including two years of administrative and supervisory responsibility. Candidates with strong experience who lack the degree are encouraged to

apply.

**PREFERRED:**

**Licenses and Certification:**

- Possess and maintain a Project Management Institute (PMI) Certified Associate in Project Manager (CAPM) Credential.

**Education and Experience:**

In addition to the minimum, additional years of increasingly responsible facility maintenance which has included developing and maintaining safety plans, government budgeting practices or related County or local government experience.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval: Department Head

Date:

Signature: \_\_\_\_\_

Personnel Approval: Analyst

Date:

Signature: \_\_\_\_\_