

FACILITIES MANAGER

CODES/PAY RANGE

Class Code: 1845 EEO Code: A FLSA: E Pay Range: C

MAJOR FUNCTION

Responsible management, administration and supervision involved in the planning, scheduling and directing of Public Works projects concerned with the management and maintenance of all County buildings and facilities.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs, and supervises:

Property Management staff in the allocation and management of space - County owned and leased, new purchases and construction.

Facilities Maintenance staff in maintenance, repair, remodeling, and renovation of all County owned buildings and facilities.

Prepares, administers, and monitors activity budget. Conducts staff meetings to plan and coordinate activities of Property Management and Facilities Maintenance units.

Approves all requisitions and purchases for the activity.

Establishes and directs training programs to instruct activity employees in schedule, work and safety methods.

Designs and implements measures for work standardization procedures.

Supervises the scheduling and coordination of manpower and equipment for Facilities Management projects. Provides long range planning in the development of improvements in operational techniques, facilities, equipment and staff.

Makes periodic and special inspections of maintenance projects.

Prepares correspondence to citizens, other government authorities and County personnel.

(Facilities Manager continued)

Interfaces with other divisions in establishing their space requirements and maintenance needs.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and techniques of planning, management and scheduling as they relate to the constructions and architectural engineering, building trades, and public works. Knowledge of methods, materials and equipment common the construction.

Ability to communicate effectively orally and in writing. Ability to analyze, evaluate and develop long range plans and programs. Ability to effectively deal with the public, employees and public officials. read and interpret sketches and blueprints.

MINIMUM QUALIFICATIONS

Bachelor's degree in Construction Management, Architecture, Architectural Engineering, Construction Engineering, Civil Engineering, Business or Public Administration or related field, and five (5) years of experience in the directing a large organization closely related to facilities management, building maintenance or the construction industry.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to traverse uneven, wet or unconstricted terrain. Ability to see, talk, feel, grasp.

Environmental Demands: Generally inside work. Limited exposure to construction sites.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; blueprints, maps and schematics; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform shop math. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Revised 10/94