



CLASSIFICATION NO. 501  
Established: 1/19  
FLSA: Exempt  
EEO: 1

## **FACILITIES MANAGEMENT DIVISION DIRECTOR**

### **CLASS CHARACTERISTICS**

Under administrative direction, to plan, organize, direct and manage the activities and personnel of the Facilities Management Division's internal and external facilities programs; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Facilities Management Division, within the Department of Finance, is responsible for the maintenance, inspection, repair, remodeling, and the monitoring of service contractors for all required facilities services and all County-owned, leased, and assigned facilities.

The Facilities Management Division Director is responsible for planning, coordinating, evaluating and administering all services provided by the division. This position reports to the County's Finance Director and serves as a member of the Finance Department management team. This position also differs from other management positions in the division, which oversee personnel and programs within a specific functional area.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops, recommends, and implements new and revised Facilities Management policies, goals and standards; prepares division annual work plan, short and long-term goals and strategies; ensures operations are in compliance with Federal, State and local statutes, rules and regulations; evaluates new information and trends occurring in other jurisdictions and agencies for possible use in County policies and procedures.
2. Oversees facility operations through subordinate managers and supervisors, including infrastructure support, and the maintenance, security, functioning of all building systems, fire/life safety, plumbing and waste management, mechanical, electrical, landscape, janitorial services, utilities, strategic energy management, construction and operations of County facilities; directs the design, planning, construction and maintenance of County facilities and properties with contractors and architects; oversees contractors involved in facility projects and delivery of services; ensures building operations comply with all local zoning laws and regulations; evaluates and recommends alternative programs and processes that will improve cost, quality, reliability, and customer service within the County buildings.
3. Oversees the development of administrative procedures and standardized documents for improving the County's maintenance, construction, janitorial, electrical, building systems, strategic energy management, landscaping, contractor, architects, and design professionals;

oversees training programs for Facilities Management personnel per OSHA safety regulations; assists and advises County departments and local agencies in safety drills, safety inspections and analyzes and recommends solutions that comply with Federal, State and local agencies; coordinates and enforces all LEED building sustainable green standards in LEED certified buildings.

4. Hires and directs supervisory, professional, and technical staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and implements disciplinary actions; conducts and/or facilitates staff training and development; promotes cooperative team efforts among staff and with other County departments. Creates safety reports, reviews all accidents and incidents, and identifies trends and implements changes to reduce occurrences.
5. Oversees the development of preventative and quality assurance programs for all mechanical, architectural, civil and safety functions including heat, air conditioning, electrical and emergency back-up systems.
6. Serves as department liaison to the Emergency Operations Centers as the Facilities Section Chief and directs emergency related building assistance in the Facilities Disaster Operation Center (DOC).
7. Develops long-range facilities strategic plans based on County growth and future Facilities Management Division needs; prepares, forecasts and administers annual and supplemental budgets for the Facilities Management Division; presents budget proposals to the Department director and the Budget Committee for approval; monitors budget, revenues and expenditures for accuracy and compliance with budget.
8. Works with the Finance Director to analyze, review and recommend action on long- and short-term financing/funding of desired County facilities, equipment and operational goals; capital leases and other financings; acts on behalf of the Board of County Commissioners to commit the County to contracts for financing and purchase of capital projects, properties, and goods and services; monitors and approves contracts; works with County Counsel and the Board of County Commissioners to recommend and implement changes to local rules and ordinances, policies and procedures.
9. Oversees the management of site selection, all special building construction, internal move projects, building closures, space reduction plans; oversees leases and facility contracts; negotiates new properties or lease renewals; reviews construction plans with architects, state and county building inspectors, boards of directors and owner; approves consultants and sub-contractors to assure highest quality of service and direct supervision of work performance on projects.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of facilities management including space planning; long-range planning, development and management of major capital projects; supervision, staff safety and participative management, group facilitation, team building and conflict resolution skills; applicable building, mechanical, electrical, safety, ADA (American Disabilities Act), OSHA (Occupational Safety Health Administration) guidelines and other related codes and regulations; contract administration, specification development and public contracting principles and practices; principles, practices, laws and regulations governing the financing of

public facilities; participative management theories, team building and conflict resolution processes; labor relations procedures; techniques of mediation, negotiation and public relations.

Working knowledge of: Real estate and commercial property management including commercial building leases; basic architectural and engineering design, general construction, facility environment, safety, utility services and energy management; project management and facilities maintenance and repair principles and practices; government budgeting, capital improvement planning and cost estimating.

Skill to: Plan and establish facilities management goals and objectives; develop, implement and evaluate a variety of facilities management policies, service programs and systems; analyze facilities management trends and developments; establish and maintain effective working relationships with vendors, contractors, consultants, County employees and the general public; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team decision making to improve quality, productivity and effectiveness; define issues, analyze information and problems, evaluate alternatives and develop recommendations; ensure program compliance with applicable codes, regulations and laws; develop project/bid specifications, manage public contracting processes, schedule and evaluate service work performed, and resolve disputes; review contracts for compliance with County policies and legal requirements; monitor and control budget expenditures; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; facilitate consensus building and problem solving; formulate and implement operational and administrative policies; develop and justify budget requests and grant proposals; monitor and control expenditures according to the approved budget; read and understand building plans and specifications; plan, develop and implement applicable policies and procedures; maintain accurate record and systems and write concise reports and recommendations.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.