



CLASSIFICATION NO. 469
Revised: 2/92
Reactivated, Revised and Retitled: 12/21
FLSA: Exempt
EEO: 2

FACILITIES OPERATIONS MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize and oversee the maintenance, repair and remodeling activities of County buildings, mechanical systems and surrounding grounds; to manage assigned staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Management Division within the Department of Finance is responsible for planning, directing and administering comprehensive programs for space planning, commercial leasing, construction, remodeling, maintenance, utilities, security, environmental safety and general support services for County-owned and leased buildings and grounds.

The Facilities Operations Manager is responsible for maintaining safe and operational building structures, mechanical systems and surrounding grounds. The incumbent supervises skilled craft and maintenance workers. The Facilities Operations Manager performs operational and managerial services as requested to support the Facilities Management Division Director and may act as the Director in their absence.

The Facilities Operations Manager differs from the Facilities Management Division Director which is responsible for planning, coordinating, evaluating and administering all services provided by the division. The Facilities Operations Manager also differs from the Facilities Construction Manager, which has full responsibility for long-term capital projects and improvements, manages/monitors the work of outside contractors, and manages staff within the construction division. The Facilities Operations Manager also differs from positions within the Building Maintenance Supervisor classification, which supervises the day-to-day work of facilities personnel and outside contractors.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, implements and administers programs for remodeling, facilities maintenance, utility services, general building and grounds security, energy management and other custodial and operational support services; reads and interprets work orders, blueprints, diagrams and sketches; prepares estimates of work materials and costs; implements energy conservation methods; maintains service history records.
2. Hires and directs staff to provide quality service to citizens and advisory boards; prepares performance evaluations; recommends and administers progressive discipline; conducts, coordinates and/or facilitates staff training and development programs; promotes

cooperative team efforts among staff, division personnel and with other County departments.

3. Negotiates, implements and administers a wide variety of contracts for the services of professional, technical, skilled trade, custodial and general service contractors and the supply of materials, supplies and equipment; develops specifications; negotiates terms and conditions; procures service providers; evaluates contractor performance; resolves problems and disputes; oversees budgeted funds.
4. Provides consultation and support to County departments for building/grounds maintenance, security and other facility support services; coordinates and arranges for the physical relocation of County departments; responds to complaints, emergencies and service requests; determines problem and assigns staff or service contractors to make necessary repairs.
5. Develops, recommends and establishes policies and procedures for Facilities Operations programs; assist in the preparation and administration of the annual Facilities Management Fund Budget; responds to safety concerns, emergencies, and service and project management issues.
6. Participates in the preparation, coordination, review and negotiation of contracts for professional, technical, consulting, construction and other services; monitors and coordinates contractor activities for compliance with contract provisions, budgets and schedules; reviews and approves expenditures for compliance with contract terms and County policies.
7. Provides operational direction to staff when the Facilities Management Division Director has scheduled or unexpected absences.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Facilities Management principles and practices including space planning; supervision, staff safety and participative management; 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.

Working knowledge of: Principles and techniques of supervision; real estate and commercial property management including commercial building leases;; the Uniform Building Code and all applicable structural, mechanical and safety codes and regulations; energy conservation programs; project management and facilities maintenance and repair principles and practices; principles and techniques of bid preparation, contract administration, budgeting and record keeping; basic math; English grammar and composition; repair and maintenance practices for HVAC (heating, ventilation and air conditioning), hot water boiler and related physical plant systems; plumbing, electrical, mechanical and janitorial maintenance practices; materials, tools and equipment used in the maintenance and repair of commercial structures; general carpentry, painting and landscaping techniques.

Skill to: Supervise, train and evaluate assigned personnel; develop facility maintenance programs and systems; ensure building maintenance program complies with federal, state and local laws, codes and regulations; prepare and monitor program budget; evaluate and monitor

service contracts; communicate effectively, both orally and in writing; schedule and evaluate work performed under commercial janitorial, HVAC and various other building maintenance contracts; read and understand electrical, mechanical and structural schematics and blueprints; maintain accurate records; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; plan and direct the work of staff and Incorporate team decision making to improve quality, productivity and effectiveness; ensure program compliance with applicable codes, regulations and laws; communicate effectively, both orally and writing; 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; maintain cooperative working relationships with the public, contract personnel and County employees.

WORKING CONDITIONS

Subject to 24 hour "on call" availability.

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

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

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