

FACILITIES MANAGER

DEFINITION

Under general direction, plans, organizes and manages the activities of the Facilities and Property Management Division including property management, furniture management, security, custodial, maintenance, repair, and improvement services to City facilities; oversees contract services; coordinates assigned activities with other divisions, departments, and outside agencies and provides highly responsible and complex administrative support to the Assistant Public Works Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

Facilities Manager is a division head responsible for the provision of such services as property management, furniture management, security, custodial, maintenance, repair, and improvement services to City facilities. The incumbent exercises independent judgment relating to the performance of the Division's responsibilities. This class is distinguished from Facilities Maintenance Supervisor in that the latter is the first-line supervisory class in which incumbents schedule and supervise the day-to-day work activities of skilled, semi-skilled, and unskilled maintenance and construction employees. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Plans, organizes, and manages the work of subordinate supervisors and administrative staff engaged in a wide range of property management, facility maintenance, repair, improvement, inventory management, accounting and clerical functions.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Plans, develops, manages, and implements assigned capital improvement projects from

inception through completion including reviewing and analyzing plans and specifications for compliance with applicable standards, scheduling construction, attending construction meetings, and performing other project management activities.

Oversees contracts for custodial and security services; ensures work is in compliance with specifications.

Develops, prepares, and administers the Division budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Utilizes automated maintenance management and preventive maintenance systems.

Plans, manages, and evaluates division safety programs and policies.

Consults with, advises, and makes recommendations to executive staff on matters of facilities/property management.

Attends and participates in a variety of meetings.

Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Performs other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a facilities maintenance program.

Principles, practices, and methods of building maintenance, repair, and improvement work including air conditioning, heating, ventilation, electrical, plumbing, roofing, etc.

The principles, practices, and methods used in custodial, site security, and interior furnishings work.

Construction project management practices and techniques.

Property management (including leases and property contracts) practices and techniques.

Contracting principles and practices, including competitive bidding procedures.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Oversee and participate in the management of a comprehensive facilities maintenance program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Read and interpret building plans and specifications and write specifications for building repair and alteration.

Estimate costs for labor and materials for a variety of building maintenance, repair, and improvement projects.

Plan, organize, direct and evaluate the work of contractors.

Prepare clear and concise reports, records, and other written materials.

Prepare and administer program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain working relationships with subordinates, City officials, and the public.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in facilities management, business administration or a closely related field; and

Experience:

Four years of supervisory experience in property management, building maintenance or facilities management. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirement:

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____