

FACILITIES MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities for an assigned Division; responsible for property management, maintenance, repair, custodial, other facility improvement projects and contract services; and provides highly responsible and complex administrative support to the Department Director or Assistant 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 supervisor and superintendent classifications that are responsible for the repair and maintenance of various city facilities. 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 capital improvement projects from inception through completion including coordinating activities with contractors and project managers, reviewing, and analyzing plans and specifications for compliance with applicable standards, scheduling construction, attending construction meetings, evaluating construction companies and activities, 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, vehicles, 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.

Depending upon assignment, ensures airfield remains within Part 139 compliance and adheres to all Federal and State regulations.

Depending upon assignment, manages construction, preventative maintenance, and repair of a variety of buildings, bag belts, passenger boarding bridges and airfield cement, asphalt, grading, lighting, signs, markings, and other essential airfield components to FAA standards.

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.

Methods, equipment, and materials used in the construction, maintenance and repair of airport facilities and airfields.

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, schematics, 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

Depending upon assignment

Graduation from an accredited college or university with a bachelor's degree in facilities management, business administration or a closely related field; and Four (4) 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.,

OR

Four (4) years of progressively responsible supervisory experience in the maintenance of Airport and airfield facilities and a bachelor's degree from an accredited college or university in aviation management, aviation operations, engineering, industrial technology, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Airport Certified Employee (ACE) or Certified Member (CM) of the American Association of Airport Executives is desirable.

Special Requirement:

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 4/29/2021