



RESOLUTION NO. 016-2012

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, in accordance with Section 202 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, and Section 501 of the El Dorado County Salary and Benefits Resolution #323-2001 applicable to unrepresented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions for each department of the County; and

WHEREAS, it is necessary for the Board of Supervisors to approve the job specification, set the salary and bargaining unit for new classifications, and

WHEREAS, the Board of Supervisors has approved the organizational change resulting in facility functions moving from the Department of Transportation to the Chief Administrative Office; and

WHEREAS, the Chief Administrative Office and Human Resources recommend approval of the modified classification of Facilities Manager and change to the bargaining unit from Management Association (MA) to Unrepresented Management (UM); and

WHEREAS, the Chief Administrative Office and Human Resources recommend the adoption of the alternately staffed classification of Facilities Project Manager I/II; and

WHEREAS, the Board gives direction to the Director of Human Resources to notify the respective bargaining units of the proposed changes, additions and deletions; and

NOW, THEREFORE BE IT RESOLVED AND ORDERED, that the El Dorado County Board of Supervisors hereby approves the changes to the existing Facilities Manager job specification and the new Facilities Project Manager I/II job specification as follows:

Job Class. No.	Classification	Old Bargaining Unit	New Bargaining Unit
0188	Facilities Manager	MA	UM

Job Class. No.	Classification	Bargaining Unit	Salary Range
0186 / 0187	Facilities Project Manager I/II	UM	I - \$26.29 - \$31.95 \$4557 - \$5538 II - \$32.00 - \$38.89 \$5547 - \$6741

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 14 day of February, 2012, by the following vote of said Board:

Ayes: Sweeney, Santiago, Knight, Nutting, Briggs
Noes: none
Absent : none

Attest:
Suzanne Allen de Sanchez
Clerk of the Board of Supervisors

By: 
Deputy Clerk


Chairperson, Board of Supervisors
John R. Knight

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Suzanne Allen de Sanchez, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____ Date: _____
Deputy Clerk

FACILITIES MANAGER

DEFINITION:

Plans, organizes, coordinates and directs the work of the facilities management unit of the County; supervises professional, technical and support staff in the planning, designing, and construction of County facilities and capital improvement projects, as well as in the acquisition, disposition or leasing of real property for the county; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This management level class has responsibility for the administration of the County's capital improvement projects and county facilities construction programs. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the unit budget, and directing day-to-day activities of the unit. Successful performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and directs the work of the facility management unit.
- Develops and implements goals, objectives, policies, procedures and work standards for the unit.
- Participates in the selection of staff and provides for their training and development; implements disciplinary action as necessary.
- Provides input into development of the unit's annual operating budget, approving and monitoring financial expenditures.
- Directs and coordinates the preparation of, plans and specifications, cost estimates, contract documents, and design drawings.
- Directs and coordinates the acquisition, disposition or leasing of real property for the county.
- Directs and/or prepares feasibility studies, facility use projections, project cost estimates, etc.
- Conducts, prepares and maintains a wide variety of studies, records, reports and other written correspondence.
- Coordinates work of the unit with other County departments, outside agencies, vendors, architectural, engineering and firms providing construction design, services, and/or goods and materials to the County.
- Prepares or reviews reports, and other documents to ensure compliance with all codes, law, regulations, guidelines, and design requirements; monitors and maintains quality control.
- Represents the department and the County to the Board of Supervisor, concerned commissions private organizations, other public agencies and the public, as requested by the Chief Administrative Officer.
- Inspects job sites as required; inspects and approves work for conformity to specifications; recommends remedial work as necessary; assures that safe work methods are followed and that appropriate safety precautions and equipment are utilized.
- Participates in long and short-term planning for County capital improvements and all projects relating to county facilities.
- Provides technical assistance to professional, technical and maintenance staff in the resolution of difficult problems and/or situations.
- Responds to questions, inquiries and complaints from the public and user departments.
- Oversees compliance with the Americans with Disabilities Act (ADA) as it relates to county facilities projects and improvements.

QUALIFICATIONS:

Knowledge of:

- Administrative principles, practices and methods, including goal setting, program development and work standards.
- Supervisory principles and practices including work planning, scheduling, assigning, review, evaluation, and employee training and discipline.
- Principles and practices of contract administration, project management, budget development and financial management.
- Principles and practices of engineering, architecture, construction and maintenance.
- Methods, materials, tools and equipment used in, construction, remodeling, and repair of buildings.
- Applicable codes, ordinances, and regulations.
- Safety issues, safe work methods and safety practices pertaining to facilities construction and modification.
- Computers and computer applications including word processing, data management, spreadsheets, and proprietary applications as needed.

Skill in:

- Planning, coordinating, scheduling, supervising and evaluating the work of others.
- Training staff in work procedures.
- Preparing and administering division and capital improvement budgets.
- Negotiating, monitoring and administering contracts.
- Performing complex project management work including administration of the capital improvement program, construction programs and projects.
- Analyzing complex design, construction and administrative problems; reading and interpreting plans, maps and specifications and manuals; overseeing technical and contractual arrangements.
- Developing policies and procedures; establishing goals and objectives.
- Exercising sound judgment within established guidelines.
- Preparing clear concise and complete reports, contracts, and correspondence; maintaining a variety of accurate written and computerized records and reports.
- Estimating labor material and equipment needs to accomplish assigned work.
- Establishing and maintaining effective working relationships with staff representatives from other departments, outside agencies, vendors, service providers, and the public.

OTHER REQUIREMENTS:

Must possess a valid driver's license.

EDUCATION AND EXPERIENCE:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four-year college or university with major coursework in engineering, architecture, construction management, facilities planning, business administration, construction technology, or a related field and two years of supervisory experience in capital improvements design, construction management, and/or commercial or industrial facilities maintenance and construction work. Additional supervisory work experience may be substituted for the required education on a year for year basis.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

FACILITIES PROJECT MANAGER I/II**DEFINITION**

Under administrative direction, plans, analyzes and manages capital improvement and construction projects from inception to completion; ensure that projects are constructed in accordance with plans and specifications, the public contract code, and prudent construction project management procedures; perform space assessments and financial and administrative studies related to capital improvement projects; to negotiate and administer subcontractor and consultant agreements; to provide support services to departments on facility related issues; and to exercise technical and functional supervision of subcontractors, consultants and support personnel;

DISTINGUISHING CHARACTERISTICS

Facilities Project Manager I is the entry-level class for the Facilities Project Manager series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this is an entry level class, employees may have limited related work experience. Employees work under the general supervision while learning job tasks and will exercise functional supervision over subcontractors, consultants and support personnel.

Facilities Project Manager II is the full journey-level class within the Facilities Project Manager series. This class is distinguished from Facilities Project Manager I by assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies within the work unit. Positions in this class are flexibly staffed. This class can perform difficult and complex project management assignments and exercise technical and functional supervision over subcontractors, consultants and support personnel.

The Facilities Project Management class is distinguished from the classes in the engineering series in that engineers have characteristics of licensed professional engineers, have responsibilities to prepare plans for construction projects, have educational backgrounds that are primarily related to engineering courses; and have limited emphasis on responsibilities typical of a project management professional.

EXAMPLES OF DUTIES (Illustrative Only)

- Confer with County departments regarding budget requests for facility maintenance and improvements, space needs and lease or prospective lease space.
- Gather and analyze data and information affecting departmental space and facility needs; and conduct studies concerning suitability of existing and proposed buildings.
- Manage and administers building modification or construction contracts for County buildings and facilities from projects definition and requests for proposal through construction phase and warranty period.
- Coordinates design teams, implementation teams, contractors, engineers, estimators and inspectors; may provide direction and supervision to others in completion of assignments.
- Confer with County departments in developing project requirements, drawings and preliminary cost estimates for projects to be used in establishing guidelines for contract architects and engineers.
- Consults with architects, civil, structural, mechanical and electrical engineers, as required, to coordinate the preparation of plans and specifications for new buildings and miscellaneous construction projects for construction and bidding purposes.

- Coordinates plan review by City or County building officials for building permits and coordinates with outside agencies, utilities and others for ancillary needs for facility development.
- Coordinates approvals of materials and shop drawings; reviews and recommends change orders and progress payments on construction projects; maintains project administration files.
- Inspects or reviews work under construction to ensure that new construction and alteration work complies with plans, specifications and codes.
- Reviews and checks for accuracy the progress reports submitted by contractors.
- Prepares a variety of written correspondence including cost estimates, project budgets and operational correspondence; prepares or coordinates special research studies and comprehensive reports related to County building facilities.
- Represents the department in meetings with elected officials, governmental or private sector organizations and citizens groups.
- Directs the work of professional, support and contracted staff in on a project basis.

QUALIFICATIONS

Knowledge of:

- Knowledge of modern construction practices and methods, as well as public contracting law.
- Applicable federal, state and local codes, ordinances and regulations.
- Principles and practices of building design, construction, facilities operations and real property management from concept to completion.
- Principles and practices of contract administration and construction project management.
- Principles and practices of budget development, administration, and financial analysis.
- Leadership skills and the ability to delegate appropriate tasks to technical and non-technical support personnel.

Skill in:

- Planning and organizing building design and construction programs.
- Analyzing construction problems, evaluating alternatives and making sound recommendations.
- Defining projects, preparing requests for proposal, evaluating proposals and negotiating terms, and managing and administering contracts after award.
- Preparing complete, concise and accurate correspondence and reports.
- Representing the County in meetings with individuals and groups.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Excellent verbal and written communication skills, management techniques and technical knowledge.

Minimum Qualifications:

Where college degrees and/or college course credit are required, degree and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in Construction Management, Facilities Planning, Engineering, Business Administration, Construction Technology, or a closely related field.

Level I: Four (4) years of progressively responsible experience in construction project management and capital projects planning; managing the construction and design of small to moderate size capital improvements and construction projects, (\$50,000 to \$1,000,000).

Level II: In addition to the above education and experience, two (2) additional years of progressively complex projects exceeding \$1,000,000 are required at this level.

Other Requirements:

- Must possess a valid California driver's license
- Intermediate or higher skills in spreadsheet and word processing programs.
- Physical requirements include frequent walking, bend, stoop, squat, kneel, crouch and reach above shoulders; climb roof access latter; lift and carry up to 50 pounds.
- Working conditions could include work in an office setting or field project trailer with limited amenities. Could also require work out-of-doors and in all kinds of weather.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.