



SEPTEMBER 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0188

FACILITIES DIVISION MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work performed by the Facilities Division including buildings, grounds, parks, trails, cemeteries, and custodial maintenance; supervises professional, technical, maintenance, and administrative 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 duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the County's capital improvement projects, deferred maintenance, land acquisition and disposition, leases, and facilities construction programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, and directs the division's capital improvement activities, including the planning, design, and construction of capital improvement projects.
- Administers the division's budget, including the preparation and coordination of state and federal grants.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures; prioritizes and allocates available resources.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Directs, oversees, and participates in the development of the Capital Improvement work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Conducts, prepares, reviews, and maintains a wide variety of studies, records, reports, and other written correspondence, including plans and specifications, cost estimates, contract documents, design drawings, and other documents to support compliance with all codes, laws, regulations, guidelines, and design requirements; monitors and maintains quality control.

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; manages the implementation of improvements.
- 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.
- Coordinates work of the division with other County departments, outside agencies, vendors, architectural, engineering, and firms providing construction design, services, and/or goods and materials to the County.
- Represents the department, division, and the County in meetings with governmental agencies; community groups; various business, professional and regulatory organizations; and in meetings with individuals.
- 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.
- Receives, investigates, and responds to questions, problems, and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Oversees compliance with the Americans with Disabilities Act as it relates to County facilities projects and improvements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Facilities Division.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of contract administration, project management, budget development, and financial management.
- Principles and practices of engineering, architecture, construction, and maintenance.
- Principles and practices of writing and releasing requests for proposals.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Methods, materials, tools, and equipment used in, construction, remodeling, and repair of buildings.
- Safety issues, safe work methods, and safety practices pertaining to facilities construction and modification.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Facilities Division.
- Prepare and administer division and capital improvement budgets.
- Negotiate, monitor, and administer contracts.
- Perform complex project management work including administration of the capital improvement program, and construction programs and projects.
- Analyze complex design, construction, and administrative problems; read and interpret plans, maps, specifications, and manuals; oversee technical and contractual arrangements.
- Develop policies and procedures; establish goals and objectives.
- Prepare clear, concise, and complete reports, contracts, and correspondence; maintain a variety of accurate written and computerized records and reports.
- Estimate labor, materials, and equipment needs to accomplish assigned work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department, division, and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in engineering, construction management, facilities planning, business administration, construction technology, or a closely related field;

AND

Eight (8) years of progressively responsible experience in construction project management and capital projects planning; managing the construction and design of small to complex size capital improvements and construction projects; including two (2) years of supervisory experience in capital improvements design, construction management, and/or commercial or industrial facilities maintenance and construction work.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees may work indoors in a standard office setting or a field project trailer with limited amenities, and outdoors in all weather conditions. Employees may infrequently work in confined spaces, underground, and at heights above ground level. Employees may infrequently be exposed to fumes and dust, hazardous substances, and airborne hazardous substances. Employees may work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.