

FACILITIES MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Building Maintenance and Custodial Divisions within the Central Services Department; to coordinate building maintenance and custodial maintenance activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Central Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Central Services Director.

Exercises direct supervision over assigned supervisory, professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, direct, assign, evaluate, and coordinates the work for ongoing facility maintenance and alterations/improvements performed by a variety of trades/crafts, mechanical, custodial and security classes, as well as other professional, technical, and clerical staff.

Prepare the Building Maintenance, Custodial Division, and Facility Capital Improvement budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; and administer the approved budget.

Review all space and alteration/improvement requests, makes technical recommendations, and establishes funding for the requests.

Coordinate and review construction and improvement plans for consistency with City standard specifications and details and long-term maintenance and life-cycle costs.

Develop policies and procedures and directs their implementation.

Oversees inspections of all aspects of facilities maintenance to insure compliance with established policies and procedures, safety protocols (or rules), and established standards of service.

Develop and implement service level agreements with customer tenants.

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Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develops or assists in development of product specifications, contract specifications and procurement of supplies, tools, and equipment.

Implement facility, energy conservation measures as appropriate to include remodels and construction projects.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building and custodial maintenance, repair and operation of major types of building equipment including methods, materials, and tools used in the operations, maintenance, and repair of building support systems, buildings, and grounds.

Methods of heating, lighting, and ventilating large buildings.

Practices of the crafts and trades used in building maintenance.

Practices of custodial operations in large office buildings.

Estimation of costs and materials involved in making building alterations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Plan, organize, and direct operations of the Building Maintenance and Custodial Maintenance Divisions; maintain a large group of public buildings and grounds including complex building support systems involving heating ventilation, refrigeration, air conditioning, electrical, elevators, and other mechanical systems.

Read, interpret, and work from plans, drawings, and specifications.

Develop operating procedures and reporting standards.

Prepare budget plans and effect control of expenditures.

Develop and implement request for quotations (RFQ) and request for proposals (RFP).

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the department.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.
Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of increasingly responsible experience in facility management including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Certified Facility Manager Credential from the International Facility Management Association or equivalent is highly desirable.

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