

FACILITIES MANAGEMENT MANAGER

JOB PURPOSE AND SUMMARY

This is a professional position responsible for managing care, maintenance and usage of all County facilities (except Parks and Roads). The Facilities Manager supervises a group of journey level specialists and entry level helpers in areas such as carpentry, plumbing, HVAC (heating, ventilation and air conditioning), electrical and locks. The Manager insures adherence to an established building maintenance program while responding to unexpected, immediate maintenance needs working in conjunction with the Manager of Purchasing Services, the incumbent identifies needs for planned future facilities modifications, or additions.

The Facilities Manager reports to the Manager of Purchasing Services through meetings, conferences and written reports. The Manager of Purchasing Services provides specific guidance in areas such as budget advocacy, service expansion or significant program or policy changes.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Implements a comprehensive facilities preventative maintenance program while insuring the capability to respond immediately to unexpected, critical maintenance needs.
- Supervises the work of journey and entry level maintenance workers and clerical support staff which includes hiring, training, work distribution, performance appraisal and discipline.
- Insures that health and safety standards for facilities comply with state and local regulations.
- In conjunction with the Manager of Purchasing Services and other County officials and department heads, plans future facilities needs or modifications.
- Coordinates major aspects of construction, lease or rental of additional facilities, including preparation of cost estimates.
- Coordinates and arranges for the physical relocation of County departments from one facility to another.
- Investigates, analyzes and resolves complex building maintenance issues, concerns or trends.
- Drafts Facilities Maintenance budget and monitors expenditure levels.
- Performs related duties as assigned.

QUALIFICATIONS

- Three (3) years of experience in the operation and maintenance of the physical plant consisting of multi-buildings for a large industrial, commercial or public entity.

- AND -

- Two (2) years experience supervising the work of journey level trades specialist such as carpenters, plumbers, electricians, HVAC or a combination thereof.

Knowledge of....principles and practices of construction, maintenance and repair of buildings, grounds, plumbing, electrical system and building fixtures and equipment; materials and supplies used in building and equipment maintenance and construction; principles and practices of supervision and personnel management; techniques for preparing plans and specifications for construction and alteration of buildings; occupational hazards and safety precautions.

Ability to....plan for and coordinate facilities modifications or moves; establish and monitor budgets, prepare and present reports; communicate effectively both orally and in writing.

Office use: 6/22/00