

COUNTY FACILITIES OPERATIONS MANAGER

DEFINITION

To plan, organize, direct and supervise the operations and activities within the assigned areas of responsibility within the –County Facilities.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Director of the County Facilities in that the latter is responsible for planning and directing the professional and technical engineering activities of the agency.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of General Services; exercises direct supervision over assigned staff.

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

Recommends and assists in the development and implementation of goals, objectives, policies and procedures.

Plans and organizes daily and weekly schedules and assignments.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations.

Plans, prioritizes, assigns, supervises and reviews the work of staff, County work release, job training and inmate labor involved in the custodian, maintenance, repair and construction duties of County facilities, including but not limited to assigned areas within Airports, Solid Waste Disposal Site, Boat Launches, Cemeteries, parks, libraries, Correctional/Secured Facilities, all county buildings and Grounds.

Prepares maintenance project estimates, recommends the division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved maintenance project budget-

Supervises, trains, disciplines and evaluates assigned personnel. Participates in staff selection; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Evaluates operations, oversees and participates in the development of the assigned areas of responsibility; recommends improvements and modifications as necessary to maintain productivity and effectiveness.

Receives and responds to inquiries from the public; investigates complaints and recommends corrective

action as necessary to resolve complaints.

Inspects all County Facilities and Grounds, runways, parks, Boat launches, Libraries, Cemeteries

Inspects County facilities for custodian, maintenance, repair and construction deficiencies.

Schedules maintenance and construction assignments, materials and equipment; orders supplies and materials required for daily operations for County Buildings and Grounds.

Inspects plans; assigns work in progress for compliance with policies activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures, and makes recommendations for improvement as necessary to maintain efficiency and effectiveness.

Coordinates assigned area activities with those of other departments, divisions and outside agencies as appropriate.

Organizes, manages and directs assigned area operation activities, including maintenance and construction of County, structures and other facilities as required.

Prepares cost estimates of County Facility projects.

Inspects projects completed by private firms, public utilities and public agencies on County Facilities/properties.

Represents the department in Emergency Operations Center planning and operations in the absence of the(talk to Linda).

Performs field work as necessary.

Responds to public, and County Agency inquiries, requests for assistance and complaints related to assigned areas of responsibility.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of County Facility operations and maintenance.

Principles and practices including recent developments, current literature and sources of information regarding Buildings and grounds maintenance and construction, equipment maintenance, and other facilities as required.

Principles and practices of supervision, training and performance evaluation.

Basic arithmetic.

Ability to:

Understand, interpret, and apply pertinent laws, codes and regulations.

Organize, implement, and direct a comprehensive maintenance and construction program.

Supervise, train, and evaluate the performance of assigned staff.

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

Learn organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Apply effective project management principles and practices.

Learn the principles and practices of budget preparation and administration

Interpret and work from sketches, diagrams and blueprints

Coordinate the operations of custodian, maintenance, repair and construction work.

Perform required mathematical computations with accuracy.

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

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in County Facilities operations and maintenance including two years of supervisory responsibility.

Training:

High school diploma or GED equivalent supplemented by specialized training in County Facilities

or related construction fields.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

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, 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. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification frequently 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, up to, as necessary to perform job functions, less than 50lbs daily, less than 75lbs frequently, more than 100lbs occasionally.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.