

FACILITIES MANAGER

DEFINITION

To perform a variety of professional and administrative work, to plan, coordinate, direct and supervise operations and personnel relative to facility operations, maintenance, remodeling, and capital construction projects from project definition through the construction phase and warranty period facilities maintenance and improvement within the Glenn County Planning and Public Works Agency.

DISTINGUISHING CHARACTERISTICS

The Facilities Manager is responsible for the management of the Facilities Division of the Planning and the Public Works Agency. Working under the direction of the Chief Deputy Director of the Planning and Public Works Agency to accomplish the required goals and objectives of the position. Incumbent works with significant independence in the management of Glenn County facilities including the maintenance, rental and lease of facilities ensuring compliance with all applicable policies, procedures, rules, and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Deputy Director; exercises functional and technical supervision over assigned maintenance and custodial staff.

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

Develops contract documents and requests for proposals, and receives and evaluates bids in coordination with assigned staff.

Assists in establishing and managing project budgets.

Coordinates project plan review by County Chief Building Official and other governmental agencies.

Coordinates the work of contract construction managers, architects, contractors, and others involved in facilities operations, maintenance, remodel, and capital construction projects. Reviews and approves invoices for payment.

Reviews work under construction to ensure that assigned projects comply with plans and specifications.

Manages projects with approved budgets.

Ensures that contractual obligations are met.

FACILITIES MANAGER

New 01/01/05
Rev.- 01/01/05
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.-07/01/11

Res. #2004-121
Res. #2005-003
M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Ensures that the statutes, ordinances, and codes are adhered to.

Coordinates and facilitates communication between departments, contractors and technical consultants.

Provides regular status reports.

Performs general administrative work, including, but not limited to, conducting and attending meetings, preparing agenda items and agenda packets, preparing meeting minutes, responding to correspondence, preparing correspondence and reports, etc.

Develops, writes and distributes requests for qualifications / requests for proposals; reviews RFQ/RFPs for project consultants. Reviews and approves consultant invoices for payment.

Provides project / program management, ensuring compliance with all applicable policies, procedures, rules and regulations.

Prepares grant applications and supporting documents; supervises the administration of grants. Manages grant budgets; prepares grant draw downs. Prepares narrative and fiscal reports for funding agencies.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Applicable safety regulations and precautions.

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

Principles and practices of supervision, training and performance evaluation.

Principles and practices relating to facility operations, maintenance, and construction.

Project cost estimating and scheduling.

Principles of project and contract administration.

Basic legal principles of public contracts and public works projects.

Ability to:

Prepare estimates of materials and labor for facility operations, maintenance, remodel, and capital construction projects.

Determine feasibility and appropriateness of facility remodel, repair, and capital construction projects.

Coordinate and oversee projects with contractors and consultants including architects, engineers, construction managers, estimators, and others engaged in the programming, planning, and construction of assigned projects.

Plans, prioritizes, assigns, supervises and reviews the work of assigned staff; participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures as required.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Participates in the preparation and administration of grants.

Participates in a variety of staff, department and agency meetings.

Use computers and software programs for project scheduling, management applications, spreadsheets, and word processing.

Foresee potential problems and use troubleshooting techniques to implement solutions.

Performs general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data, and preparing spreadsheets, etc.

Keep records and prepare reports.

Administer contracts.

Read and interpret blueprints.

Effectively communicate both orally and in writing.

Work cooperatively and effectively with those contacted in the course of work.

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:

Four years of increasingly responsible experience in assigned field, including one year in a supervisory or administrative capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university in appropriate field. Two years of additional professional experience may be substituted for the Bachelor's Degree.

LICENSE OR CERTIFICATE

Must possess a valid California driver's license.

Classification Code:	1776000
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	408