

FACILITIES MANAGER

Definition:

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for the Facilities Division within the Public Works Department, including City buildings, facilities, and a wide variety of public works projects and programs; assists with long- and short-term project planning; coordinates assigned activities with other City departments and outside agencies; and performs other duties as assigned.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, manages, and oversees the daily functions, operations, and activities of the Facilities Division, including City buildings, facilities, vehicles and equipment maintenance and repair, and a wide variety of public works projects and programs.

Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

Actively participates in the selection, development, training, motivation, and evaluation of assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.

Prepares estimates of the staffing, materials, and equipment requirements for projected activities; and provides technical assistance to staff; schedules facility and fleet maintenance and repair.

Inspects work performed to determine compliance with standards; identifies and reports findings and takes necessary corrective action.

Prepares, reviews, and completes division-related documentation and correspondence.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the area of assignment; researches emerging products and enhancements and their applicability to City needs.

Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.

Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.

Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.

Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.

Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Directs the establishment and maintenance of working and official division files.

Ensures staff compliance with City and mandated safety rules, regulations, and protocols.

Other Duties and Responsibilities:

Performs other duties as assigned.

Class Characteristics:

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Public Works Facilities Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards. 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 broad guidelines.

Bargaining Group: FMA

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and practices of budget development and administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles and practices of leadership.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

Principles and practices of contract administration and management.

Principles, practices, methods, materials, and techniques used in the maintenance of facilities, buildings, , and related assets and appurtenances used in the City.

Principles and practices of asset management, and related systems to assist in this effort.

Contract management practices in a public agency setting.

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.

Mathematical principles.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

Methods and techniques of preparing technical and administrative reports, and general business correspondence.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City 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, including computers and software programs relevant to work performed.

AND

Ability to:

Plan, organize, oversee, and manage the City's Facilities Division staff and operations.

Be a self-starter and self-motivated; ability to perform with minimal supervision

Proactively identify, communicate, and address operational, logistic, and personnel deficiencies.

Develop and implement goals, objectives, practices, policies, procedures, and work standards.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Provide administrative, management, and professional leadership for the division.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.

Provide scientific and technical advice and assistance on problems relating to area of assignment.

Perform mathematical calculations.

Respond to complaints or inquiries from citizens, staff, and outside organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze, interpret, summarize, and present technical information and data in an effective manner.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Effectively represent the division and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed, 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.

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

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

A bachelor's degree from an accredited college or university in business or public administration, operations management, construction management, or a related field.

AND

Five (5) years of increasingly responsible experience in fleet and facilities maintenance, including two (2) years of supervisory experience.

Special Requirements:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site at various locations depending on the assignment/project. Office work requires sitting for periods of time and the use of a computer keyboard and screen. When on-site, the incumbent may be exposed to the elements and vehicular traffic and may walk on slippery/uneven surfaces or slopes. The incumbent stands, kneels, bends, crouches, twists and may grasp, lift, carry, push, pull and drag boxes of files and records weighing 50 pounds or less and, depending on area assigned, drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established November 2023