



Facilities Manager

Class Code:
5007

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 25, 2009
Revision Date: Mar 2, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, the Facilities Manager provides oversight, management and supervision to facilities operations court wide; oversees building maintenance, construction and modification to court facilities, janitorial services, facility management and project services; and serves as the primary interface between internal customers, external contractors/vendors, the Judicial Council of California (JCC), county, state, and local agencies.

DISTINGUISHING FEATURES

The Facilities Manager is a management-level classification that reports to the Director of Finance and Facilities and is responsible for the management of facilities staff. This class is distinguished from the next lower-level classification of Project Manager, in that the latter is responsible for the direction and coordination of a team of service providers related to a particular project, and whereas the Facilities Manager is responsible for all court facilities operations and services.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Selects, supervises and directs professional, technical and support staff in facilities functions; assigns projects and facilities requests; develops, maintains and coordinates facilities standards; recommends maintenance to the Director of Finance and Facilities or the Executive Office; and ensures that facility management priorities are aligned with those of court administration.
2. Works with court, JCC, state, county and local agencies to integrate planning and facilities

maintenance contract requirements, execution of maintenance programs. Assists in the integration and management of security programs; building life safety systems and environmental management requirements into building operations and maintenance plans to ensure a safe and healthy environment.

3. Develops, maintains and coordinates facility standards for all court facilities; ensures court facilities policies and procedures are in compliance with pertinent laws, rules, regulations and guidelines.

4. Solicits and compares information regarding price, quality, delivery time, and related data for a wide variety of materials, supplies, equipment and services; negotiates, develops and maintains various types of service and equipment contracts; negotiates, develops and maintains contract terms and conditions, and works with and leads source selection committees.

5. Manage facility-related procurement operations to ensure procurement activities secure best value for court and ensure compliance with court policies and procedures. Conducts audits of providers' services; reviews and analyzes justification for new and expanded contracts; modifies and/or terminates contracts.

6. Provides leadership in facilities functions and drives continuous improvement by defining goals and objectives in the performance management of staff.

7. Assists in the preparation of budget reports and cost control analyses; ensures projects/contracts are within approved budget and are on schedule; reviews claims and recommends approval of vendors and/or contractor payment. Reports project status and issues regularly to the Director of Finance and Facilities and manages customer satisfaction related to special projects and facilities services.

8. Serves on committees and task forces within court and with state and local agencies and organizations. Attends meetings at various court locations within the county.

9. Supervise, train and evaluate assigned staff.

10. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university in public or business administration, facilities management, construction management, architecture, engineering or other related field.

Master's Degree or certain certifications may be substituted for one (1) year of experience.

And

Experience:

The equivalent of four years of increasingly responsible full-time experience in building/facility management and contract administration including a variety of materials, equipment, supplies, and services utilizing competitive bidding or developing contracts; writing specifications and justifications in support of contract bids. One year supervisory experience

KNOWLEDGE AND ABILITIES:

Knowledge of: advanced technical knowledge of facilities and maintenance functions as demonstrated by full participation in the assigned work of staff, distribution of work to and monitoring of staff.; Knowledge of project management, contracting, negotiating, and forecasting preferred; laws, regulations and rules associated with procurement and contract negotiation, administration and termination, principles of acquisition planning development and implementation; contract development and administration; purchase specifications preparation; principles and techniques of cost and price analysis; cost accounting principles and practices, building systems and operations; federal, state and local building and administrative codes, statutes and regulations pertaining to contract and labor compliance; principles and practices of facility maintenance management; methods and practices of budget preparation and management; government purchasing and bidding policies; practices and procedures; professional services contracting; computer technology, including project management systems and software; state and local codes pertaining to judicial branch facilities; building trades; principles and techniques of preparing effective oral presentations and a variety of written materials; principles and practices of employee training and supervision; computerized fiscal systems, project management methods and procedures; and safety requirements and practices related to building construction projects.

Ability to: communicate effectively and present information both orally, and in writing, with both technical and non-technical audiences; interpret rules and regulations; lead and direct work associated with facility management, maintenance assignments and projects; oversee the procurement and contracting activities of the Court; organize, prioritize, and coordinate multiple work activities to meet critical deadlines in one or more locations. Plan, organize, supervise, review and evaluate the work of others, including management and supervision of internal and contracted resources.

Physical Demands: physical demands include indoor outdoor environment, walking standing, sitting, reaching, bending kneeling, crouching, crawling, climbing stairs and stepladders as necessary. Lifting carrying, pushing, pulling or moving moderately heavy objects weighing up to 35lbs. Dexterity of hands and fingers to operate assigned tools and equipment.

Special Requirements: a California driver's license required.

Working Conditions: attend meetings outside of normal working hours. Work occasional evening and weekend hours. May be required to travel as necessary.

CLASSIFICATION HISTORY:

Date established: 2/25/09

Date revised 09/2017