

SENIOR FACILITY MANAGER

Job Code	Pay Grade
13246	SM5b

Nature of Work

This is highly responsible administrative, technical, and supervisory work in planning, organizing, and directing facility maintenance support activities for one or more of Pinellas County's major office locations, and other agency locations/properties or establishments. Work includes initiation and implementation of policies and procedures related to facilities' maintenance/operations; monitoring various private service contracts, evaluating performance of the assigned jurisdiction's work order system and facility operation performance. The incumbent supervises subordinates responsible for maintaining and providing repair, maintenance, and upkeep to assigned jurisdictions. Considerable independent judgment is exercised in carrying out daily operations. The position reports to a designated executive, senior manager, or manager.

Minimum Qualification Requirements

- 6 years of supervisory level skilled trades experience or directly related field that includes management, budget, and administrative experience or management training; in addition, preference may be given to candidates with experience from work sites with demographics matching mission assignments; or
- Associate's degree or 2 years technical course work in a related occupation and 4 years experience as described above; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans and coordinates activities in support of the senior executive or senior manager responsible for the assigned agency locations/properties and establishments.
- Establishes suitable training programs for operation personnel through in-service training.
- Coordinates the efforts of the other managers and supervisors to achieve maximum utility from county resources in support of the senior executives and managers.
- Acts as a liaison to closely follow the progress of both the design and construction phases of projects that will be turned over to the assigned jurisdictions after completion.
- Assists management in formulation of administrative policy, goals and objectives.
- Responds to the assigned jurisdiction's needs in the absence of the manager.
- Assigns and directs work of employees involved in maintenance of human comfort services in designated groupings of office buildings, correctional facilities, airport or any other assigned properties and complexes.
- Supervises the maintenance, repair, and modification of computerized equipment used to monitor heating and air-conditioning equipment for energy conservation.
- Maintains common facilities' operations support including support to functions and equipment support that is unique to an assigned jurisdiction.
- Reviews proposed and final design/construction of new or modified facilities to assure practicality of operation and ease of maintenance.
- Participates in negotiation of contracts for maintenance of associated systems and monitors contract performance.

SENIOR FACILITY MANAGER (continued)

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Illustrative Tasks (continued)

- Performs inspections of work sites to determine if preventive maintenance work is being performed as required and to check for safety hazards.
- Prepares annual budget for areas of responsibility, prepares weekly work schedules, and arranges for overtime work in case of an emergency.
- Interviews and assists in the hiring of new personnel, trains new personnel, and conducts performance evaluations.
- Meets with high level officials, such as judges, sheriff's lieutenants, assistant state attorneys, department or division heads, and a wide variety of other public and private officials/representatives, regarding service user needs, construction and renovation projects, extremely complex site security/safety issues, and contracted service complaints.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of standard methods, practices, materials, tools, equipment and codes and regulations pertaining to building, mechanical, electrical, air conditioning, and other technical trades.
- Knowledge of occupational hazards, safety precautions, and effective supervisory techniques.
- Knowledge of site security programs and agency requirements specialized to the tenants at the assigned agency or agencies locations.
- Ability to plan, schedule, assign, supervise and inspect trades' work.
- Ability to read and work from plans and schematics, follow and deliver oral and written instructions, keep accurate records, and prepare and submit accurate reports.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships with contractors, employees, department heads and other high level county officials.

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Revised	EEOC Code	Overtime Code
4/13	Officials & Managers	Exempt