



## **Facility Operations Manager**

**Category:** Classified/Excluded  
**Pay Grade:** C27  
**Job Code:** 13774

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is mid-management, supervisory, and administrative work with heavy responsibility over major segments in operations activities supporting multi-building commercial, and/or industrial building maintenance, construction, physical security, building equipment, site subcontract support and on-going construction, renovation, and maintenance programs throughout Pinellas County. This classification differs from the Facility Manager classification in that the Facility Operations Manager is more integral to a larger management group and acts as one of a larger number of program managers within a single department's operations. The Facility Manager is responsible for the entire facility operations managed independently within a major department or agency. The position is responsible for HAZMAT, workforce/facility safety, budget, work management tracking/reporting, resource allocation, facility plans, construction projects, and a wide range of special projects. Employees in this classification coordinate regular and special assignments for more senior managers. Incumbents typically supervise supervisors, crews, and units of personnel to direct skilled trades workers assigned to multi-building maintenance, operations, renovation, and/or construction. Work functions may impact the division-wide budget at the position's primary site as well as other site locations. The incumbents administer a wide range of policy, operations, procurement, budget, and human resource matters. Work requires exercising considerable independent judgment and initiative in directing staff, delivering customer services, administering contracts/policies, contract specifications, and ensuring other objectives for the entire organization.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supervises and reviews the work of employees involved in daily maintenance and service or construction and renovation of large buildings, facilities and complexes.
- Applies computer technology, project management systems, and software to facilitate and maintain work activities, operations, and management systems.
- Fills in for and assists the senior managers and peer staff in planning and scheduling the assignments of crews.
- Performs special technical research, studies, surveys and audit information related to operations and administrative issues analyzing data and preparing reports or recommendations to address customer needs.
- Reviews proposed and final design/construction of new or modified facilities and provides input as to practicality of operation and ease of maintenance.
- Participates in preparation and administration of annual budgets, prepares weekly work schedules and arranges for overtime work in case of emergency.
- Interviews and effectively recommends recruitment of new personnel, conducts performance evaluations, and provides technical assistance to crew leaders in conducting performance evaluations.
- Makes inspections of work sites to determine if maintenance or construction work is being performed as required and checks for safety hazards.

- Plans, monitors and facilitates the progress of the section projects through contract review, bid process and all phases of contract completion.
- Represents the department in matters related to compliance in HAZMAT, safety, contract, and other compliance requirements.
- Coordinates the review and inspection of contractual specifications for compliance.
- Investigates and defines problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration.
- Performs related work as assigned or required.
- Writes, interprets, enforces contracts and performs liaison with purchasing and contractors on difficult matters.
- Supports managers in preparation of budget and financial data including expenditure tracking, special reports and related assignments.

## QUALIFICATIONS

### **Education and Experience:**

Five (5) years of skilled trades experience to include a minimum two (2) years of supervisory level skilled trades' experience; or a professionally certified facility/property manager plus three (3) years of advanced level skilled trades (or direct supervision of skilled/maintenance/construction personnel) experience that includes two (2) years of supervisory experience; or a Bachelor's degree in engineering, science, business, public administration or a related field plus two (2) years of advanced level skilled trades (or direct supervision of skilled/maintenance/construction personnel) experience that includes two (2) years of supervisory experience; or an equivalent combination of education, training and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- 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.
- Rotating shift, weekend, holiday, and overtime schedules.
- Employee's name must not appear on the Health and Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of skilled trades, maintenance, construction, workforce safety and HAZMAT policies and programs.
- Knowledge of budget and accounting principles, practices and procedures.
- Knowledge of project/workload planning, execution, and tracking systems.
- Knowledge of standard methods, practices, materials, tools, equipment and codes and regulations pertaining to building, mechanical, electrical, air conditioning and other trades.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of effective supervisory techniques.
- Skill in the use and care of tools and related equipment.
- Skill in interfacing effectively in a complex and dynamic work environment, verbally and in writing, with contractors, consultants, employees, and elected officials.
- Skill to prepare clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Ability to read, create and work from plans and schematics, follow and deliver oral and written instructions, keep accurate records and prepare and submit concise and accurate reports.
- Ability to work independently on complex tasks and non-routine matters.
- Ability to use a personal computer and software applications for administrative assignments.
- Ability to apply a personal computer, project management, and software to complete MAXIMO systems projects and a wide range of other administrative assignments.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.