



Facility Manager 3

Category: Exempt
Pay Grade: E25
Job Code: 13246

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

Performs highly responsible administrative, technical, and supervisory work in planning, organizing, and directing facility maintenance support activities for one or more of the County's major office locations, and other agency locations/properties or establishments; initiates and implements policies and procedures related to facilities' maintenance/operations; monitors various private service contracts; evaluates performance of the assigned jurisdiction's work order system and facility operation performance; supervises subordinates responsible for maintaining and providing repair, maintenance, and upkeep to assigned jurisdictions.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (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 an Associate's degree or two (2) years of technical coursework in a related occupation and four (4) years of experience as described above; or a Bachelor's degree and two (2) years of experience as described above; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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.

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.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **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.
- **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.
- **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.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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