



Facility Manager 1

Category: Exempt
Pay Grade: E18
Job Code: 13788

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 the maintenance, construction and remodeling operations of various multi building complexes located throughout Pinellas County. The position requires the incumbents to plan, assign, coordinate, supervise and administer comprehensive programs for repair, maintenance, renovation and remodeling of all facilities and associated grounds. Work includes the initiation and implementation of policies and procedures as related to division operations, monitoring various private service contracts, evaluating and monitoring the performance of the work order system. The incumbents assigns and reviews the work of subordinate supervisory, skilled, administrative and other personnel within and outside the immediate work location. The incumbents are required to make decisions to ensure the efficient and effective operations, i.e., administer sectional operations to include budget preparations, project budgets etc. Work is performed under the general supervision of an administrative superior, but considerable independent judgment is exercised in carrying out the daily operations of the sections.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, and coordinates activities and personnel involved in the corrective and preventative maintenance of the sections' infrastructures, utilities services, roads and grounds;
- Prepares the division's operating and capital improvement budget; provides cost estimates for proposed construction and capital replacement projects and major maintenance repair activities;
- Establishes and implements work priorities via a computerized work control system; tracks, trends and reports maintenance and operations performance indicators monthly against department goals;
- Coordinates the efforts of subordinate supervisors/contractors to achieve maximum utility from County resources;
- Prepares weekly work schedules and arranges for overtime work in case of emergency;
- Works with engineers, architects, space consultants and others to develop detailed specifications for equipment and systems to be used at the facility;
- Meets with building users which include various Constitutional Officers and other elected officials to resolve problems they are having;
- Supports manager in preparation of budget, expenditure tracking and reports;
- Develops and implements policies and procedures for staff as well as general site policies for tenant use;
- Investigates and defines problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration;
- Reviews proposed and final design of new and modified facilities; and provides input as to practicality of operation and ease of maintenance;
- Interviews and assists in the hiring of new personnel, trains new personnel and conducts performance evaluations;

- Assigns and directs work of employees and contractors involved in maintenance of assigned building and grounds at various Utilities owned locations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of advanced level skilled trades (or direct management supervision of skilled/maintenance/construction personnel) experience that includes one (1) year managing 2 or more subordinate unit supervisors; or Associate's degree in business, public administration, engineering, or related field plus four (4) years of experience and supervision experience as described above; or Bachelor's degree and one (1) years of experience and supervision 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.
- 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 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 principles and procedures of governmental budget preparation and record keeping;
- Knowledge of office automation, network administration, information processing principles and practices;
- Ability to apply computer applications and software;
- Ability to communicate effectively, both orally and in writing;
- 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 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.
- **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.