

COUNTY OF SOLANO

FACILITIES OPERATIONS MANAGER

DEFINITION

Plans, organizes and directs the activities of staff engaged in the maintenance and repair needs of County facilities including all building systems and components, custodial and landscape maintenance, small to medium construction and remodel projects, energy management, furniture coordination, and operation of support equipment; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This is a single-position, senior management level class responsible for managing the Facilities Operations Division in the maintenance and repair of County owned buildings and their support equipment including heating, air-conditioning, ventilation, refrigeration, electrical plumbing, carpentry and locksmithing; operation of the County's co-generation plan and energy management. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. The employee ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director and the Director of General Services.

Exercises supervision over supervisory, technical and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes, directs, supervises, and evaluates the work to be performed in the maintenance and repair of buildings and support equipment, including heating, ventilating, air conditioning, and refrigeration equipment; electrical plumbing, carpentry and locksmithing, custodial services and landscape maintenance; coordinates work with other departments; determines and establishes priorities to meet work schedules; interprets specifications and blueprints and explains job orders to subordinates.

Receives and investigates complaints and determines appropriate corrective action and takes action to resolve problems.

Plans and directs training for employees in various trade skills and safe work methods; makes policy recommendations, establishes, and interprets divisional policies to subordinates and enforces safety regulations to subordinates; analyzes and resolves work problems; recommends and executes personnel actions such as promotions, transfers, discharges, new hires, disciplinary measures and performance evaluations of subordinates.

Manages the operation of the County's Cogeneration Plant including maintenance of engines, chillers, and boilers; manages the maintenance of the distribution system and County Facilities; analyzes power consumption reports and water testing.

Manages the Projects and Services Unit, which is responsible for developing and implementing renovation and construction projects including furniture coordination and for managing small to medium size Capital Improvement Projects.

Manages time and work distribution records and prepares operating reports; responsible for stock of maintenance supplies; recommends and implements measures to improve work methods, equipment performance and quality of work; recommends changes in the working conditions and use of equipment to increase efficiency; requisitions supplies, materials, and equipment.

Develops, prepares, and manages the approved division operational budget and analyzes variances from plan.

Develops and prepares specifications and cost estimates for projects done by private contractors; inspects and manages work done by both County staff and private contractors; ensures the County is in compliance with applicable State/Federal laws and regulations and administrative/building codes and ordinances; monitors pest control for County buildings in consultation with other departments and pest control operators.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Maintenance and repair techniques for electrical and facilities operating systems.

Tools, parts and materials used in preventative maintenance and repair or replacement of mechanical and electrical operating systems.

Building codes, shop and field safety practices.

Theory and practice of testing and adjusting heating, ventilating, air conditioning and refrigeration systems.

Operating, maintaining and installing building support equipment such as chillers, boilers, pumps, control systems, fire alarm systems, and devices.

Engineering standards and regulations relating to building support systems.

Control systems and devices.

Service and supply sources.

Cogeneration systems.

Computerized work order/billing systems.

Public administration including budgeting, program planning/evaluation and supervision.

County owned equipment relating to building support and work environment.

Skills to:

Utilize basic office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Plan, organize and direct work of the Facilities Operations Division.

Understand, interpret and explain regulations and policies governing HVAC/R engineering and building maintenance operations.

Develop, identify and analyze problems and implement operational changes.

Make decisions and independent judgments.

Communicate effectively with people of diverse socioeconomic backgrounds and temperaments.

Interview and recommend personnel actions.

Determine and evaluate levels of achievement and performance of both subordinates and private contractors.

Recognize and respect limit of authority and responsibility.

Work effectively with others who have objectives counter to assigned roles

Prepare, implement and manage budgets, narrative and statistical reports.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Maintain accurate records and document actions taken.

Determine the appropriate course of action in emergency or stressful situations.

Prepare plans and specifications, including design of HVAC systems, and make cost estimates using complex mathematical calculations.

Develop and implement individually, through subordinates or private contractors, operational building and maintenance procedures.

Work closely with the County Architect's office in planning of building modifications and repairs to develop scope of work or design strategy and review of contractor documents to determine suitability or appropriations of specified components, fixtures, and/or equipment.

Meet and communicate clearly with department users, professional design consultants in defining problems regarding performance deficiencies or equipment failure, and in determining design of operational solutions.

Experience and Education/Training

Experience:

Three (3) years of supervisory experience providing maintenance services for a large multi-facility complex specifically maintaining and repairing buildings and/or HVAC/R systems and/or managing small to medium sized construction projects.

Education/Training:

Bachelor's degree **is required** from an accredited college or university, preferably in Engineering, Building Management, Trades Management, or related area.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required at the time of employment.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to perform basically sedentary work but may be required to lift objects weighing more than 100 pounds on occasion.

Incumbents may be required to work outdoors in all types of weather conditions, which may include working with hazardous materials such as asbestos, and around hazardous machinery and equipment under high pressure and extreme temperature differentials

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and

materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, and construction hazards.

Director of Human Resources

Established Date: March 2000

Revised Date: February 2003

BOS Date: June 30, 2003

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