

## MANAGER, FACILITY PLANNING

Job Code	Pay Grade
13230	SM5b

### Nature of Work

This is a high level professional managerial position responsible for directing the work of the Facilities Planning Division. An incumbent in this class is responsible for planning, coordinating and reviewing the work of subordinate professional and technical employees engaged in space allocation and facility master planning, short and long term facility management project planning, renewal and replacement program planning, preventive maintenance program management, budget management, energy management, and information and technology management. Work is complex and involves a variety of public contact in coordinating delegated county activities with both public and private organizations. Assignments are usually broad in scope with considerable opportunity for exercising independent professional judgment and for making technical decisions of considerable complexity. The activities of the Planning Division and this position work in direct coordination with the Operations and Lease Management Divisions. This position reports to the Director, Real Estate Management.

### Minimum Qualification Requirements

- 8 years experience in space planning management, architectural design, review or construction of public works/county projects or directly related field that includes 2 years supervisory experience; or
- Associate's degree in business, public administration, accounting, finance or related field and 6 years experience as described above; or
- Bachelor's degree and 4 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, directs, coordinates and supervises the activities of personnel engaged in the various functions of the Planning Division.
- Develops and implements program standards, practices and procedures for the Planning Division.
- Directs and participates in the selection, placement, promotion, training, development, discipline and appraisal of personnel.
- Develops policies and procedures for identifying, negotiating, securing and developing space to fulfill current and future county needs efficiently and cost effectively.
- Coordinates the activities of an architectural, planning, construction and/or engineering section.
- Participates in directing the planning, allocation, and programming of current and future space needs for the county.
- Responsible for feasibility reports and preparation of agreements for architectural and other consultants.
- Develops space planning standards, policies, and procedures for county facilities.
- Directs program management activities for all Planning Division projects.
- Responsible for direct coordination with Operations and Lease Management Divisions on interrelated projects and issues.
- Prepares and implements renewal and replacement schedule program for county-owned equipment.

## MANAGER, FACILITY PLANNING (continued)

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### Illustrative Tasks (continued)

- Develops and implements proactive preventive maintenance program.
- Reviews and approves all monthly pay applications, change orders and final acceptance of the project work and prepares the necessary documentation to process such items for payment or approval.
- Prepares reports and recommendations for the consideration of administrative superiors, boards and committees. Serves as professional consultant in matters pertaining to the area of workspace allocation.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of architecture, planning, construction and/or engineering.
- Knowledge of modern architectural, construction and engineering practices and procedures as they apply to this position.
- Knowledge of capital planning and budgeting for facilities.
- Knowledge of modern developments, current literature and sources of information in the area of planning, architecture and building engineering.
- Knowledge of modern office methods, practices and procedures.
- Ability to apply computer applications and software.
- Ability to plan and direct the work of professional architects, engineers, contractors, planners and clerical personnel in the manner conducive to full performance and high morale.
- Ability to give technical and professional review of architectural engineering plans, specifications and related documents.
- Ability to enforce departmental policies.
- Ability to present clear and concise reports, orally and in writing.
- Ability to utilize advanced computer software packages applicable to project management.

For official use only

Revised	EEOC Code	Overtime Code
11/09	Officials & Managers	Exempt