

MANAGER, FACILITY OPERATIONS DIVISION

Job Code	Pay Grade
13250	SM3b

Nature of Work

This is highly responsible, technical, administrative and supervisory work planning, directing, and managing the Facility Operations Division of the Real Estate Management Department. This position is responsible for providing Facility Operations Services to Pinellas County government buildings and grounds to include public offices, various court buildings, and the Pinellas County Jail complex. Work involves planning, directing, and reviewing the work of subordinate facility managers, supervisory, technical and operations personnel engaged in a wide variety of building operations and maintenance functions of five decentralized service sections. Duties include responsibility for resolution of contractor disputes, recommendation for payment against contracts, with the County Attorney's Office in the development of contract documents, specification writing, safety and training and emergency evacuation programs. Work is performed under the general supervision of the Director of Real Estate Management with considerable independent judgment and initiative exercised in carrying out daily operations of the division. Actions taken include decisions on priorities, schedules, and operating budget.

Minimum Qualification Requirements

- 7 years experience in the field of facilities maintenance including contract administration of facilities services that includes lead worker, supervision or supervisory training; or
- Associate's Degree or 2 years technical course work in a related occupation and 5 years experience as described above; or
- Bachelor's Degree and 3 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 Facility Operations Division.
- Develops and implements program practices and procedures for the Facility Operations Division.
- Directs and participates in the selection, placement, promotion, training, development, safety discipline and appraisal of personnel.
- Directs the preparation of the budget of the Facility Operations Division and makes procedural and operational recommendations to the Director.
- Establishes project maintenance systems to identify project time tables and track progress to completion.
- Establishes procedures for effective management of operations and capital budgets.
- Participates in the design and construction of new facilities and renovation of existing facilities in coordination with the Design & Construction Division of the Real Estate Management Department.
- Develops standards for facilities operation and maintenance.
- Directs program management activities for all county building maintenance projects.
- Coordinates with other county departments and agencies in support of the operations of county facilities.
- Assists in the space management allocation program, along with the Real Property Division and Design & Construction Division.
- Performs related work as assigned or required.

MANAGER, FACILITY OPERATIONS DIVISION (continued)

Job Code	Pay Grade
13250	SM3b

Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles and practices of all phases of efficient Facility Operations Division.
- Knowledge of specification writing.
- Knowledge of recent development and sources of information in the field of facility planning and maintenance procedures essential to the upkeep of county buildings.
- Knowledge of project management methods and practices; capital planning and budgeting for facilities, including data processing applications for project tracking and reporting.
- Ability to apply computer applications and software.

For official use only

Revised	EEOC Code	Overtime Code
11/08	Officials & Managers	Exempt