Manager, Facility Operations Division

Category: Exempt
Pay Grade: E29
Job Code: 13250

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, technical, administrative, and supervisory work planning, directing, and managing the Facility Operations Division of the Real Estate Management Department; provides Facility Operations Services to County government buildings and grounds to include public offices, various court buildings, and the Pinellas County Jail complex; plans, directs, and reviews 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; ensures 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.

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

QUALIFICATIONS
Education and Experience:
Seven (7) years of experience in the field of facilities maintenance including contract administration of facilities services that includes lead worker, supervision, or supervisory training; or an Associate’s degree or two (2) years of technical coursework in a related occupation and five (5) years of experience as described above; or a Bachelor’s degree and three (3) 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 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;
- Ability to implement capital improvement plans, major construction projects, and new technology systems.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- 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.
- 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.