

FACILITY OPERATIONS MANAGER

Job Code	Pay Grade
13774	CL19

Nature of Work

This is mid-management, supervisory, and administrative work with heavy responsibility over major segments in operations activities supporting multi-building commercial, and/or industrial building maintenance, construction, physical security, building equipment, site subcontract support and on-going construction, renovation, and maintenance programs throughout Pinellas County. This classification differs from the Facility Manager classification in that the Facility Operations Manager is more integral to a larger management group and acts as one of a larger number of program managers within a single department's operations. The Facility Manager is responsible for the entire facility operations managed independently within a major department or agency. The position is responsible for HAZMAT, workforce/facility safety, budget, work management tracking/reporting, resource allocation, facility plans, construction projects, and a wide range of special projects. Employees in this classification coordinate regular and special assignments for more senior managers. Incumbents typically supervise supervisors, crews, and units of personnel to direct skilled trades workers assigned to multi-building maintenance, operations, renovation, and/or construction. Work functions may impact the division-wide budget at the position's primary site as well as other site locations. The incumbents administer a wide range of policy, operations, procurement, budget, and human resource matters. Work requires exercising considerable independent judgment and initiative in directing staff, delivering customer services, administering contracts/policies, contract specifications, and ensuring other objectives for the entire organization.

Minimum Qualifications

- 5 years of skilled trades experience to include a minimum 2 years of supervisory level skilled trades' experience; or
- A professionally certified facility/property manager plus 3 years of advanced level skilled trades (or direct supervision of skilled/maintenance/construction personnel) experience that includes 2 years of supervisory experience; or
- Bachelor's degree in engineering, science, business, public administration or a related field plus 2 years of advanced level skilled trades (or direct supervision of skilled/maintenance/construction personnel) experience that includes 2 years of supervisory experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A 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.)

- Supervises and reviews the work of employees involved in daily maintenance and service or construction and renovation of large buildings, facilities and complexes.
- Applies computer technology, project management systems, and software to facilitate and maintain work activities, operations, and management systems.
- Fills in for and assists the senior managers and peer staff in planning and scheduling the assignments of crews.
- Writes, interprets, enforces contracts and performs liaison with purchasing and contractors on difficult matters.
- Supports managers in preparation of budget and financial data including expenditure tracking, special reports and related assignments.

FACILITY OPERATIONS MANAGER (continued)

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Illustrative Tasks (continued)

- Performs special technical research, studies, surveys and audit information related to operations and administrative issues analyzing data and preparing reports or recommendations to address customer needs.
- Reviews proposed and final design/construction of new or modified facilities and provides input as to practicality of operation and ease of maintenance.
- Participates in preparation and administration of annual budgets, prepares weekly work schedules and arranges for overtime work in case of emergency.
- Interviews and effectively recommends recruitment of new personnel, conducts performance evaluations, and provides technical assistance to crew leaders in conducting performance evaluations.
- Makes inspections of work sites to determine if maintenance or construction work is being performed as required and checks for safety hazards.
- Plans, monitors and facilitates the progress of the section projects through contract review, bid process and all phases of contract completion.
- Represents the department in matters related to compliance in HAZMAT, safety, contract, and other compliance requirements.
- Coordinates the review and inspection of contractual specifications for compliance.
- Investigates and defines problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of skilled trades, maintenance, construction, workforce safety and HAZMAT policies and programs.
- Knowledge of budget and accounting principles, practices and procedures.
- Knowledge of project/workload planning, execution, and tracking systems.
- Knowledge of standard methods, practices, materials, tools, equipment and codes and regulations pertaining to building, mechanical, electrical, air conditioning and other trades.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of effective supervisory techniques.
- Skill in the use and care of tools and related equipment.
- Skill in interfacing effectively in a complex and dynamic work environment, verbally and in writing, with contractors, consultants, employees, and elected officials.
- Skill to prepare clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Ability to read, create and work from plans and schematics, follow and deliver oral and written instructions, keep accurate records and prepare and submit concise and accurate reports.
- Ability to work independently on complex tasks and non-routine matters.
- Ability to use a personal computer and software applications for administrative assignments.
- Ability to apply a personal computer, project management, and software to complete MAXIMO systems projects and a wide range of other administrative assignments.

For official use only

Revised	EEOC Code	Overtime Code
6/08	Officials & Managers	Classified/Excluded