

FACILITY MANAGER

Job Code	Pay Grade
13788	CL22

Nature of Work

This is highly responsible administrative, technical and supervisory work in planning, organizing and directing the maintenance, construction and remodeling operations of various multi-building complexes located throughout Pinellas County. The position requires the incumbents to plan, assign, coordinate, supervise and administer comprehensive programs for repair, maintenance, renovation and remodeling of all facilities and associated grounds. Work includes the initiation and implementation of policies and procedures as related to division operations, monitoring various private service contracts, evaluating and monitoring the performance of the work order system. The incumbent assigns and reviews the work of subordinate supervisory, skilled, administrative and other personnel within and outside the immediate work location. The incumbents are required to make decisions to ensure the efficient and effective operations, i.e., administer sectional operations to include budget preparations, project budgets etc. Work is performed under the general supervision of an administrative superior, but considerable independent judgment is exercised in carrying out the daily operations of the sections.

Minimum Qualification Requirements

- 7 years of advanced level skilled trades (or direct management supervision of skilled/maintenance/construction personnel) experience that includes 2 years managing 2 or more subordinate unit supervisors; or
- Associate's degree in business, public administration, engineering, or related field plus 5 years experience and supervision experience as described above; or
- Bachelor's degree and 2 years experience and supervision 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, and coordinates activities and personnel involved in the corrective and preventative maintenance of the sections' infrastructures, utilities services, roads and grounds.
- Prepares the division's operating and capital improvement budget; provides cost estimates for proposed construction and capital replacement projects and major maintenance repair activities.
- Establishes and implements work priorities via a computerized work control system; tracks, trends and reports maintenance and operations performance indicators monthly against department goals.
- Coordinates the efforts of subordinate supervisors/contractors to achieve maximum utility from County resources.
- Works with engineers, architects, space consultants and others to develop detailed specifications for equipment and systems to be used at the facility.
- Meets with building users which include various Constitutional Officers and other elected officials to resolve problems they are having.
- Develops and implements policies and procedures for staff as well as general site policies for tenant use.
- Interviews and assists in the hiring of new personnel, trains new personnel and conducts performance evaluations.
- Performs related work as assigned or required.

FACILITY MANAGER (continued)

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Knowledge, Skills, and Abilities

- Knowledge of standard methods, practices, materials, tools, equipment and codes and regulations pertaining to building, mechanical, electrical, air conditioning and other technical trades.
- Knowledge of occupational hazards, safety precautions and effective supervisory techniques.
- Knowledge of principles and procedures of governmental budget preparation and record keeping.
- Knowledge of office automation, network administration, information processing principles and practices.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, schedule, assign, supervise and inspect trades work.
- Ability to read and work from plans and schematics, follow and deliver oral and written instructions, keep accurate records and prepare and submit accurate reports.
- Ability to establish and maintain effective working relationships with contractors, employees, department heads and other high level county officials.

For official use only

Revised	EEOC Code	Overtime Code
6/08	Technicians	Exempt