

UTILITIES FACILITY MANAGER

Job Code	Pay Grade
17580	SM5b

Nature of Work

This is responsible supervisory, technical and administrative work managing construction, maintenance, and improvements of Utilities Department administrative offices and warehouses, as well as landscaping and security of department properties.

An employee in this class organizes, directs, plans and coordinates supervisory, skilled, and semi-skilled employees, involved in constructing, enhancing and maintaining Utilities physical plants and environs. Duties also include section budget preparation and administration, maintenance needs assessment, estimates of project cost, work scheduling and inspection of maintenance and repair activities upon completion. Work is performed with considerable independence under the general supervision of the Director.

Minimum Qualification Requirements

- 8 years of senior level facilities management experience with a large commercial or governmental entity with responsibility for managing construction, maintenance, and improvements that includes major assignments encompassing administration of contracted services and advanced supervision; or
- Bachelor's degree in engineering, business administration, public administration or specialized technical training of equivalent duration and 4 years of 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.)

- Overseeing all corrective and preventive repairs to buildings, performed in-house and by contractors to ensure compliance with all specifications and standards, including maintenance and upgrades of landscaping and high profile acreage.
- Manages consolidation, maintenance, and upgrading of security systems and policies.
- Provides direction, training, supervision, and counseling of the support staff as required.
- Initiates and leads work on capital improvement projects for administrative buildings, warehouses, and grounds.
- Develops, negotiates and secures annual maintenance and capital project contracts.
- Prepares and administers Utilities' maintenance budgets.
- Liaison with public to ensure department sites meld into the surrounding communities.
- Operates office and computer equipment, along with tools and instruments associated with construction, maintenance, security and landscaping professions.
- Prepares project cost estimates and long range goals for facility and system replacements.
- Responds to pertinent inquiries and complaints from contractors, engineers, and the public, as necessary.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of construction work, utilizing civil, structural, mechanical, HVAC, plumbing and electrical trades, and skill to apply on selected projects.
- Knowledge of contemporary methods, practices, equipment and materials, used in construction, repair, renovation of physical utilities plants and facilities.
- Knowledge of occupational hazards and required safety precautions pertaining to utilities operations.
- Knowledge of security concepts, procedures and equipment, and skill to make sound selections.

UTILITIES FACILITY MANAGER (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of basic Florida horticulture and landscaping, to design and build sites that are drought tolerant, user friendly, and community oriented.
- Skill in public speaking and ability to communicate orally and in writing; direct employees and contractors, and keep accurate records.
- Skill in problem-solving and tenacity to reach end goal by working through complex issues.
- Skill to perform comprehensive technical inspections and ability to diagnose, locate and correct problems.
- Ability to present a professional image in public discussions of the Pinellas County mission, goals, and policies.
- Ability to prioritize tasks, to achieve the most effective use of time and materials.
- Ability to plan, organize and supervise and evaluate the work of an in house staff and contracted workers; establish and maintain effective working relationships with contractors, superiors, fellow employees, and the general public.
- Ability to read and interpret a variety of construction blueprints, schematics drawings, plans and specifications.
- Ability to apply computer applications and software to operate a personal computer research, analyze, manage budget/performance activities, prepare presentations/reports/papers as well as to enter and retrieve information, monitor work performed, and to communicate information, etc.

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Created	EEOC Code	Overtime Code
10/04	Officials & Managers	Exempt