Position Title: Facilities Manager  Date: Updated February, 2014

Reports to: Public Works Director  Department: Public Works

FLSA Status: Exempt  Positions Supervised: 6

**BASIC FUNCTION:** Manages the Facilities Division to ensure efficient, effective and responsive customer-oriented services including: facilities and building maintenance, capital improvements, relocation of offices, remodeling, renovation, utilities and custodial services for various County facilities. Coordinates with other departments, the Public Works Director and the County Manager to identify space requirements, evaluate alternatives and meet facility needs. Provides staff training and supervision necessary for implementation of division services. Assists with real estate functions including acquisition and disposal of county real property. Conducts long range capital facilities planning for county general fund and public works funds properties and coordinates capital improvement projects. Adheres to the department’s core competencies and represents county government in a professional and courteous manner. Work is performed independently under the general direction of the Public Works Director.

**MINIMUM QUALIFICATIONS:** Requires a Bachelors degree in related field and six years of progressively responsible experience in real estate, facilities management, maintenance, operation and planning including three years managerial responsibility involving oversight of staff, facilities projects, and project and operations budgets OR any equivalent combination of education, training and experience that demonstrates the ability to perform essential functions of the job. Must work well with elected officials, committees and individuals, in determining facility needs for County departments. IFMA certification preferred, or ability to complete coursework for Facility Management Professional (FMP) accreditation within two years.

**KNOWLEDGE OF:**
- Building & life safety codes
- Project Management
- Budgeting and Finance
- Permitting
- State Laws
- Construction contracts
- Real Estate Practice
- Safety Practices

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Prepares and justifies the Facilities Division operational budget based on staffing and resource requirements, cost estimates, and departmental goals and objectives. Monitors all fiscal operations of the division and assures the maintenance of necessary records and reports according to established accounting and regulatory guidelines.

*2. Supervises, trains and evaluates the performance of custodial and maintenance staff.

*3. Conducts long range planning and forecasting of facility needs, prepares financial plans to meet future needs, and coordinates the execution of capital improvement projects.

*4. Directs and supervises various maintenance and remodeling projects; participates in planning and pre-construction meetings to provide input and recommendations regarding the design.
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and layout of facilities and the interface of new structures with current structures; obtains or assures necessary permits are obtained; inspects or reviews inspection reports to ensure compliance with local, County, state and federal regulations.

*5. Assists Public Works Director and County Manager with County real estate duties, including acquisition and sale of county real property and leasing of county property.

6. Formulates policies, standards and guidelines for facility use and maintenance, including building and facilities standards. Develops, recommends and implements preventative maintenance programs for facilities and equipment.

7. Develops and recommends long term buildings and grounds improvements for the capital budget planning process, and prepares documentation for annual capital budget and project requests.

8. Maintains an inventory of County facilities and current/future space needs.


10. Manages construction contracts. Coordinates with other divisions and departments as a consultant in regard to proposed renovations, leases, estimated costs, scheduling, future facility needs or modifications and related matters. Works with consulting architects and/or contractors to assure conformance to plans, specifications, bids and legal requirements.

11. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

12. Other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. Occasional work involving traversing uneven terrain and consulting with contractors on construction sites. This position frequently requires visual acuity at 20 inches or less and frequent hand and finger movement. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instructions. Must be able to communicate effectively, both orally and in writing with supervisor, the public and county personnel. The position requires the ability to do mathematical calculation for modeling and analysis.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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</thead>
<tbody>
<tr>
<td>Computer</td>
<td>3</td>
<td>*</td>
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<tr>
<td>Measuring tools</td>
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<td>*</td>
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<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>*</td>
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<td>Boat</td>
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<td>Fax</td>
<td>.5</td>
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<tr>
<td>Printer, plotter</td>
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WORKING CONDITIONS: Generally normal office work environment. Work will require some irregular work hours including weekly meetings with custodial staff during evenings and attendance at public meetings. Safety issues include inspecting buildings during construction requiring hard hat, etc., and travel by small airplane and boat.