

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: MANAGER, FACILITIES SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, Fiscal and Operational Services or designee, plan, organize, and direct functions of the Facilities Services Department including: facilities use, building maintenance, repair, and remodel work, moving and space allocation projects, mail and school site delivery, and purchasing.

#### **REPRESENTATIVE DUTIES:**

Manage Facilities Services staff involved in cleaning, maintaining, repairing, and remodeling County Office building facilities and equipment, mail processing and delivery, and room reservation services; establish departmental project timelines and priorities; monitor and review work performance for quality, accuracy and completeness.

Identify facility use requirements; determine space requirements for personnel, equipment, furniture and storage, and calculate available square footage; draw design layouts for school site moves and central office space reorganizations.

Participate in the design and planning of Office of Education and school construction and remodeling projects; coordinate projects involving electrical work, plumbing, carpentry, HVAC, and painting; monitor progress of projects and ensure work is completed according to contractor agreements; follow up on deficiencies and sign off on approved additions to work orders.

Establish deferred maintenance priorities, projects and timelines; prepare bid specifications and cost estimates; secure vendors and service providers.

Conduct safety inspections of buildings and grounds to identify fire, safety, security and sanitary hazards; coordinate response to emergency custodial and maintenance repair needs; serve on safety committees, and assist in developing and implementing emergency preparedness plans.

Coordinate school site and office relocations.

Oversee office supply and equipment purchasing, delivery, and distribution; coordinate the bidding process for equipment and supplies, and prepare bidding documents; approve purchase orders and contracts; monitor and assure adequate inventory levels of equipment and supplies; direct the preparation and maintenance of records and reports related to purchasing, inventory, and other facility projects and activities.

Coordinate Fire Marshal inspections and fire drills; implement corrective actions in response to fire code violations as necessary; maintain alarm and building security systems including access control, incidence response, and computerized reports; ensure facilities meet health and safety requirements.

Develop proposals to address facilities needs, and participate in the formulation of departmental

policies, procedures and programs.

Interview and select employees and approve transfers, develop employee schedules; establish job expectations, evaluate performance, and carry out disciplinary actions if warranted.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administrative procedures required to maintain a large facilities infrastructure.

Facility operations functions including building use and event planning, mail and print shop services, equipment and supply procurement, and facility maintenance.

Methods practices and procedures involved in writing bid specifications, retaining vendor and contractor services, and contract administration.

Applicable local building and safety codes and ordinances.

Principles and practices of department administration, management and training.

OSHA building safety statutes and regulations.

Field Act construction requirements.

Hazmat hazardous materials requirements.

Green building construction and layout of standards including energy management and recycling.

**ABILITY TO:**

Plan, organize and direct a Facilities Services Department that provides multiple functions involving building use, facility maintenance, general office services, and equipment and supply procurement.

Define goals and objectives, and prioritize projects.

Manage staff and build high morale and commitment to attaining established goals and objectives.

Estimate resources required to complete construction, repair and maintenance projects.

Create project plans and proposals, analyze vendor and contractor bids, select service providers, and see projects through to completion.

Inspect projects completed by contractors and assess accuracy, completeness, and compliance with agreed on performance standards.

Plan and coordinate staff, equipment and other resources required to complete Facilities Services Department projects.

Interpret and apply codes, regulations, policies and procedures.

Analyze situations effectively, and take appropriate courses of action.

Communicate effectively orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration, architecture, engineering, or related field and five years increasingly responsible experience in facilities management involving facility planning and design, coordinating facility construction retrofits and repairs; and building custodial maintenance.

**Revised January 18, 2012**

**San Mateo County Office of Education**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing sufficient to understand verbal communications over the phone and in person

Speech sufficient to exchange information

Hand dexterity sufficient to operate a computer keyboard

Sight sufficient to read manuals and building blueprints

Mobility sufficient to move through crawl spaces and climb ladders inspect work projects

Ambulatory ability sufficient to traverse buildings and grounds

Stamina sufficient to sit or stand for long periods of time