CLASS SPECIFICATION
Facilities Services Division Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, manages and directs the activities and programs of staff and contractors responsible for the design, construction, renovation, rehabilitation, alteration, maintenance and management of City-owned real property and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class has overall responsibility for managing the City's large, diverse real property portfolio. The division's responsibilities include the planning, design and construction management of major capital improvements, office and building alterations and renovations, facilities maintenance and repair, and facilities operations and customer support. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines. Work results are reviewed through inspection and analysis of records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Facilities Division; with subordinate supervisors and staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Prepares or directs the preparation of a wide variety of analyses, studies and reports pertaining to the planning, construction, operation, management and maintenance requirements for City-owned real property and develops recommendations and work plans to meet those requirements.
5. Plans, directs and evaluates the work of staff engaged in the management of construction and renovation projects for City-owned real property.
6. Directs and participates in negotiating leases/rental agreements and other property management agreements related to City-owned real properties; reviews rental data, agreements and collections for City-owned properties.
7. Ensures the establishment and maintenance of current, accurate files and records pertaining to the City's property management program.
8. Plans, coordinates and directs facilities maintenance and repair work performed by City staff and contractors.
9. Directs and participates in the acquisition and disposition process for City-owned real property.
10. Develops and recommends policies, procedures and guidelines for the management, acquisition and disposition of City-owned real property.
11. Confers with and advises elected officials and City staff regarding facilities management issues, including the planning, financing, designing, construction and major renovation of buildings and structures.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Property management principles, methods and practices.
2. Principles, methods, materials and practices used in the construction, renovation, maintenance and repair of facilities common to a large municipality.
3. Legal aspects of real estate leases and rental agreements.
4. Principles of construction contract law.
5. Principles, methods and practices of construction project planning, budgeting and accounting.
6. Local, state and federal laws, codes and regulations pertaining to the acquisition and disposition of real property.
7. Administrative principles and methods including goal setting, program development and implementation, and human resource management.
8. Principles and practices of budget development and administration.
9. Safety regulations, safe work practices and safety equipment related to the work.
10. Codes, regulations and guidelines pertaining to the work.
11. Computer applications related to the work.

Ability to:

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct a large property management program.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Prepare, administer and monitor a division budget.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise independent judgment and initiative within general policy guidelines.
9. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in construction management, public or business administration, or a closely related field; and at least five years of progressively responsible experience managing a large property management program; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Facilities Services Division Manager (7719) class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
1140 FACILITIES SERVICES MANAGER. Adopted: 01/01/00

June 2009 - Change Job Class number from 7719 to 30000715, due to system change.