



DIRECTOR, FACILITIES

Reports to: Administrator, Internal Services

Division: Internal Services

Our ideal candidate

You are an excellent leader with experience in roles of responsibility for facilities maintenance and construction, preferably with an emphasis on safety, energy efficiency, sustainability, and modernization. You take pride in your programs, have a commitment to workplace safety, and strive for excellence. You have a track record of success in project management. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You are an excellent communicator, both orally and in writing.

General description

This position oversees strategic facilities planning; directs property management services for SBCEO properties; manages and coordinates facilities maintenance and construction projects for leased and SBCEO-owned properties; directly and through subordinate supervisors and contracted providers, oversees the activities of the custodial, grounds, building maintenance, fleet, and mail/cargo delivery functions.

Specific duties and responsibilities

- Prepare long-range facility plans and related policies, with an emphasis on energy efficiency, sustainability, and updating of SBCEO infrastructure; develop and implement goals, objectives, policies, and priorities for assigned functions; collaborate with SBCEO managers and staff to develop and implement effective programs for facilities planning and management; evaluate emerging facilities technologies and recommend adoption of new solutions and practices to improve efficiency and reduce costs.
- Establish and maintain property management services for properties leased by SBCEO, including but not limited to: development of policies and procedures on accessibility, safety, and security; negotiation of leases, tenant improvements, and contracts for support services; and serving as liaison between SBCEO program manager and landlord/property manager.
- Develop scope of work, project specifications, and requests for proposals for maintenance, construction, and other facilities services; communicate with affected managers and staff to plan for and mitigate the impact of projects on program operations; coordinate the competitive bidding process; evaluate proposals and recommend selection of contractors and vendors; coordinate the negotiation and administration of contracts and agreements; ensure that contracted services are provided according to contract terms; establish and maintain project timelines and provide project updates to affected managers and staff; represent SBCEO with inspectors, engineers, architects, contractors, and other service providers, and see projects to completion.
- Collaborate with other managers to ensure safety and security of SBCEO staff and property by correcting facilities-related safety hazards, operating and maintaining building and life safety systems, and participating in the evaluation, planning, and coordination of emergency preparedness systems and practices, including training and drills.

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- Plan, direct, and oversee building and vehicle maintenance programs, including grounds, fleet, energy management equipment, and fire and security alarm systems; establish and oversee the execution of preventive maintenance plans for building systems.
- Develop and administer the department's annual budget as well as project budgets; monitor, determine allowability of, and approve expenditures; ensure that funder requirements are met; prepare for and represent the facilities program during facilities audits.
- Select and train staff; assign and review work; establish performance goals and standards; ensure safe workplace practices; provide coaching and leadership development to subordinate supervisors; support supervisors in creating and sustaining high-performance teams.
- Prepare and present staff reports and project updates, as assigned.
- Perform related duties as assigned.

Requirements

Education: Possession of a postsecondary degree (associate's or bachelor's) in business, public administration, construction management, or related field is preferred.

Experience: Four years' experience that included supervision of staff, preferably in the public sector, in construction project management, facilities maintenance, or property management. Experience in energy efficiency and conservation management, sustainability, and/or building and life safety is preferred.

Knowledge of:

- management principles and practices, including goal setting, program development, implementation, and evaluation.
- principles and practices of facilities planning and maintenance.
- strategic planning.
- applicable federal, state, and local laws, regulations, ordinances, policies, and procedures pertaining to the planning, development, construction, and modernization of facilities.
- principles and practices of construction project management.
- technical aspects of facilities planning, construction, and maintenance, including HVAC, plumbing, fire/life safety, carpentry, hardware, water and wastewater, and electrical distribution infrastructure.
- principles and practices of budget development and management.
- principles and practices of contract administration.
- principles and practices of supervision and training.
- workplace safety standards and procedures.
- standard English usage, spelling, vocabulary, grammar, and punctuation.
- arithmetic, including percentages.
- modern office practices, procedures, and equipment, including standard office productivity software.

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Ability to:

- perform varied and complex administrative duties.
- gather and analyze data, reach sound conclusions, and determine an appropriate course of action.
- learn operations, policies, practices, and objectives of County Education Office.
- read architectural and engineering plans and specifications.
- prepare a variety of written documents, including policies, project updates, and construction documents.
- initiate, plan, and execute projects.
- make presentations to a wide variety of stakeholders.
- represent department and SBCEO effectively with internal and external contacts.
- work independently and as part of a team.
- provide effective leadership.
- maintain effective working relationships with contractors, property managers, vendors and other service providers, and SBCEO management and staff.
- work effectively to accomplish goals and meet timelines.
- operate a computer and other office equipment and related software programs.
- communicate effectively, both orally and in writing.
- exercise tact and diplomacy.
- perform arithmetic calculations.

Licenses and certificates

- Possession of a related certification — such as Certified Facility Manager (IFMA), Facilities Management Certificate (BOMI), or LEED Accredited Professional — is desirable.
- Possession of a valid California driver's license and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Some duties associated with this position are performed while sitting at a desk and involve extensive use of computers, telephones, and other office equipment. Work is also performed in the field at various sites. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — may occasionally be associated with this position. Incumbent may occasionally be exposed to safety hazards when visiting construction or other worksites and may be required to wear personal protective equipment when performing certain duties.

Local travel by vehicle to a variety of locations countywide is required.

The incumbent may be required to respond on-site to facilities-related matters outside of regular office hours.



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Management salary range 24

Approved by the Personnel Commission: July 28, 2022