

MANAGER, MAINTENANCE AND PROJECT PLANNING

Reports to: Director, Facilities

Division: Internal Services

Our ideal candidate

You are an excellent project manager who can oversee multiple projects to meet timelines and budgets and execute both short- and long-term facilities plans and goals. You are dedicated to meeting users' needs for modernized facilities and systems. You are committed to workplace safety and have the capacity to build high-performing teams. You are an excellent communicator, both orally and in writing.

General description

Under general direction, assist in the development of short- and long-term facilities plans; plan, organize, and manage facilities maintenance and construction projects for leased and SBCEO-owned properties; provide day-to-day management oversight of the building maintenance, custodial, grounds, fleet, and mail/cargo delivery functions.

Specific duties and responsibilities

1. Plan, organize, and manage maintenance activities and construction projects at leased and SBCEO-owned properties; develop project budgets and obtain approval as needed; draft project scope, specifications, and/or requests for proposals; select or recommend contractors, as authorized; through subordinate supervisors or contractors/vendors, oversee work to ensure compliance with project standards, timelines, and goals, as well as applicable laws and regulations.
2. As part of the Facilities management team, establish priorities of projects, determine resources needed to ensure success of projects, and develop plans to mitigate impacts of construction on stakeholders.
3. Prepare, monitor, and evaluate assigned budgets; create, plan, and manage contracts; review and approve invoices from contractors and service providers; prepare justification for purchase of capital outlay equipment.
4. Plan and coordinate preventive maintenance and repairs to SBCEO vehicles and equipment with outside service facilities.
5. Oversee establishment and maintenance of adequate inventory of supplies, tools and equipment for building maintenance and construction; implement procedures to monitor and control supplies and equipment inventory.
6. Participate in the selection and training of staff; assign and review work; establish performance goals and standards; provide coaching and leadership development to subordinate supervisors; support supervisors in creating and sustaining high-performance teams.

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7. Directly or through contracted trainers, provide regular inservice training for staff on safe work practices.
8. Prepare memos, communications, reports, and other documents related to maintenance and construction.
9. Perform other 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: Five years of experience in building maintenance or construction that included two years of experience in a supervisory position.

Knowledge of:

- principles and practices of construction project management.
- principles and practices of contract administration.
- principles and practices of budget development and administration.
- methods, materials, tools and equipment used in building maintenance and construction.
- principles and practices of supervision and training.
- safe work practices for building maintenance and construction.
- standard English usage, spelling, vocabulary, grammar, and punctuation.
- arithmetic, including percentages.
- modern office practices, procedures, and equipment, including standard office productivity software.

Ability to:

- analyze complex problems, systems, and processes in order to develop effective solutions.
- understand and accurately interpret laws, rules, and regulations related to construction.
- understand and follow oral and written directions.
- establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- plan, organize, and prioritize work of self and others.
- meet schedules and deadlines.
- maintain records and prepare reports.
- communicate effectively orally and in writing.
- draft a variety of written materials, including policies, procedures, correspondence, and project-related documents.
- promote compliance and collaboration with parties over whom one has no direct authority.
- work independently and as a member or leader of a team.
- make accurate arithmetical computations.
- use a variety of computerized accounting, enterprise, and other software programs.

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Licenses and certificates

- 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.

Possession of a general contractor's license, specialty license in a construction field, and/or certification in project management is desirable.

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.

Management salary range 17 (proposed)

<i>Approved by the Personnel Commission:</i>	June 25, 1992
<i>Revised:</i>	February 23, 2023