

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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| CLASS TITLE: | ASSISTANT FACILITY MANAGER | CLASS CODE: 3037 |
| DEPARTMENT: | GENERAL SERVICES AGENCY | FLSA STATUS: E |
| REPORTS TO: | FACILITIES AND FLEET DIVISION MANAGER | DATE: 10/99 Rev. 3/07 |
| CIVIL SERVICE: | YES | BARGAINING UNIT: MANAGEMENT |

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general direction, plans and coordinates the facilities technical operations and activities of the Facilities and Fleet Division of the General Services Agency by providing expertise in the area of construction and maintenance of facilities. The incumbent advises the division head regarding the needs of the facilities and capital project scheduling and budget.

DISTINGUISHING CHARACTERISTICS:

This single-incumbent classification performs administrative and management activities in the absence of, and to assist, the Facility and Fleet Division Manager. The incumbent is responsible for monitoring and reviewing the budget and internal operations of the division. The incumbent in this class exercises considerable discretion and independent judgment in the prioritization and coordination of the operational mandates, goals and objectives.

SUPERVISION EXERCISED:

Exercises direct supervision of supervisory and non-supervisory staff.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Plans, organizes, directs, and evaluates the operational activities of the Division including review of work orders, project requests, project and preventative maintenance planning and implementation, and customer services issues.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Evaluates the work performance and training needs of subordinate supervisory staff; consults with and advises supervisory personnel and subordinates on technical problems and County policies.
- Advises and makes recommendations to the Facilities and Fleet Division Manager on matters relating to maintenance, modification and construction of buildings and facilities or other areas assigned; develops and implements preventative maintenance programs, monitors and revises progress of programs; develops and implements plans for improving and enhancing facilities, monitors and revises progress of such projects.
- Ensures that work performed by facilities operations and contractors complies with building and life safety codes, specifications, plans and budgetary limitations; interfaces with managers and representatives of the County, State, local governmental agencies and private firms; reviews plans and specifications, and conducts inspections of projects, maintenance and other work.
- Identifies repair and replacement needs; determines need for and recommends changes in Division staffing; reviews and recommends changes in the Division's Budget.
- Inspects and monitors capital and maintenance projects; assures compliance with plans, specifications, and regulations.
- Monitors, maintains, and may supervise budget items, and expenditures within the Division.
- Assists in the preparation of the Division's annual budget.
- Confers with staff to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.
- Assists in the development and planning activities of the division.
- Answers telephone calls, provides information and replies to written correspondence.
- Attends meetings with other departments as required.
- Supervises the work of outside contractors.
- Develops schedules for maintenance and construction activities.
- Advises staff regarding the technical performance of facility maintenance, including a computerized maintenance management program.
- Assists in the preparation and presentation of various types of information to the Board of Supervisors and others.
- Performs technical work including research, cost-estimating, and construction supervision.
- Prepares and/or assists in the preparation of contracts.

- Ensures the work performed by the Division and contractors complies with building and life safety codes, specifications, plans, and budgetary limitations.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Personal Computer Calculator Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or 60 semester units from an accredited college or university with a emphasis in construction, building trades, project management, facility management, business, accounting or a closely related field; and four or more years of progressively responsible experience in facilities maintenance and/or construction planning with at least two years in a supervisory capacity; or a combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, practices, and methods of construction and building maintenance.
- Record keeping, report preparation, filing methods and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.

Skill in:

- Using tact, discretion, initiative and independent judgement within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Using mathematics, personal computers, and drafting tools.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Establish and maintain effective working relationships within a customer service oriented environment and with outside agencies.

Mental and Physical Abilities:

- Read and interpret contract documents.
- Plan, prioritize, and supervise the work of others.
- Read and interpret blueprints and construction drawings.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions in written, oral, diagram or schedule form.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, work near moving mechanical parts, work in high precarious places and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.