COUNTY OF SOLANO

FACILITIES OPERATIONS MANAGER

Est. 3/00 CSC Exempt

DEFINITION

Under general direction, plans, organizes and directs the activities of staff engaged in the maintenance of County facilities and operation of support equipment; serves as a member of the department's management team.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for the work unit engaged in the maintenance and repair of County owned buildings and their support equipment, including heating, air conditioning, ventilating, refrigerating, electrical, plumbing and carpentry. The position is also responsible for managing the maintenance of the County's Cogeneration power plant and the Projects and Services Unit. The incumbent works under the direction of the Director of General Services.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- 1. Plans, organizes, directs, supervises, and evaluates the work to be performed in the maintenance and repair of buildings and support equipment, including heating, ventilating, air conditioning, and refrigeration equipment; coordinates work with other departments; determines and establishes priorities to meet work schedules; interprets specifications, blueprints and explains job orders to subordinates; receives and investigates complaints and determines appropriate corrective action.
- 2. Plans and directs training for employees in various trade skills and safe work methods; makes policy recommendations, establishes, and interprets divisional policies to subordinates and enforces safety regulations to subordinates; analyzes and resolves work problems; recommends and executes personnel actions such as promotions, transfers, discharges, new hires, disciplinary measures and performance evaluations of subordinates.
- 3. Manages the operation of the County's Cogeneration Plant including maintenance of engines, chillers, and boilers; manages the maintenance of the distribution system and County Facilities; analyzes power consumption reports and water testing.
- 4. Manages the Projects and Services Unit, which is responsible for developing and implementing renovation and construction projects up to \$25,000, and for managing small to medium size Capital Improvement Projects.
- 5. Manages time and work distribution records and prepares operating reports; responsible for stock of maintenance supplies; recommends and implements measures to improve work methods, equipment performance and quality of work, and recommends changes in the working conditions and use of equipment to increase efficiency.

EXAMPLES OF DUTIES (Continued)

- 6. Develops, prepares, and manages the approved division operational budget and analyzes variances from plan.
- 7. Develops and prepares specifications and cost estimates for projects done by private contractors; inspects and manages work done by both County staff and private contractors; ensures the County is in compliance with applicable State/Federal laws and regulations and administrative/building codes and ordinances; monitors pest control for County buildings in consultation with other departments and pest control operators.

QUALIFICATON GUIDELINES

Education and/or Experience

Progressively responsible building maintenance and heating, ventilating, air conditioning and refrigeration supervisory or management experience including extensive exposure to a wide variety of building maintenance and HVAC/R methods, procedures and techniques. Typical qualifying education/experience would include:

Three years experience providing maintenance services for a large multi-facility complex specifically maintaining and repairing buildings and/or HVAC/R systems, which included at least one year supervisory experience.

Knowledges/Abilities

Thorough knowledge of maintenance and repair techniques for electrical and facilities operating systems; tools, parts and materials used in preventative maintenance and repair or replacement of mechanical and electrical operating systems; building codes; shop and field safety practices.

Extensive knowledge of the theory and practice of testing and adjusting heating, ventilating, air conditioning and refrigeration systems; operating, maintaining and installing building support equipment such as chillers, boilers, pumps, control systems, fire alarm systems, and devices; engineering standards and regulations relating to building support systems; control systems and devices; service and supply sources; congeneration systems.

Considerable knowledge of computerized work order/billing systems and of public administration including budgeting, program planning/evaluation and supervision.

Working knowledge of County owned equipment relating to building support and work environment.

QUALIFICATON GUIDELINES (Continued)

Ability to plan, organize and direct work of the Facilities Operations Division; understand, interpret and explain regulations and policies governing HVAC/R engineering and building maintenance operations; develop, identify and analyze problems and implement operational changes; make decisions and independent judgements; communicate effectively both verbally and in writing; communicate effectively with people of diverse socioeconomic backgrounds and temperaments; establish and maintain cooperation and teamwork among support staff; interview and recommend personnel actions; determine and evaluate levels of achievement and performance of both subordinates and private contractors; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned roles; demonstrate tact and diplomacy.

Ability to understand and analyze expenditure reports; prepare budgets, narrative and statistical reports; collect and analyze data to establish/identify needs and evaluate program effectiveness; maintain accurate records and document actions taken; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; draw logical conclusions and make appropriate recommendations; project consequences of decisions; develop goals and objectives.

Ability to prepare plans and specifications, including design of HVAC systems, and make cost estimates using complex mathematical calculations; develop and implement individually, through subordinates or private contractors, operational building and maintenance procedures; work closely with the County Architect's office in planning of building modifications and repairs to develop scope of work or design strategy and review of contractor documents to determine suitability or appropriations of specified components, fixtures, and/or equipment; meet and communicate clearly with department users, professional design consultants in defining problems regarding performance deficiencies or equipment failure, and in determining design of operational solutions.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required at the time of employment.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to perform basically sedentary work but may be required to lift objects weighing more than 100 pounds on occasion.

Incumbents may be required to work outdoors in all types of weather conditions, which may include working with hazardous materials such as asbestos, and around hazardous machinery and equipment under high pressure and extreme temperature differentials

Department Head Signature

Date

Est. 3/00

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