

FACILITIES MANAGER

DEFINITION/PURPOSE: Manage the processes involved in the maintenance, renovation and security of Housing Authority owned, leased and managed buildings and facilities. Plan, schedule, assign, and supervise Authority maintenance personnel. Control quality by conducting frequent inspections of maintenance and contractor work in progress, and evaluating housing inspections. Assess renovation needs and prepare deficiency lists, cost estimates, plans and specifications. Oversee bid process, with direction from Property Management Director, Deputy Executive Director or Executive Director; monitor construction; and coordinate payments to contractors.

DISTINGUISHING CHARACTERISTICS: This position has facility management responsibility for Authority owned, leased and managed buildings and facilities. It is distinguished from the Property Management Director by the absence of final responsibility for all property management functions. It differs from the Maintenance Coordinator by the presence of higher level planning, supervisory, and evaluative responsibilities for maintenance; the monitoring of contractors; and field assessment of maintenance and renovation needs.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision and general direction from the Deputy Executive Director. Exercises direct and general supervision over maintenance personnel and assigned clerical staff.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Assess the maintenance and rehabilitation needs of Authority controlled properties.
- Prepare plans, specifications and cost estimates for renovations; oversee the related bid process including preparing bid documents in Conformance with Authority policies and relevant laws and regulations, reviewing and evaluating bids and making recommendations for award.
- Work closely with and oversee the work of contractors, architects, consultants and contractors. Issue work orders; review change orders and project budget to assure quality and adherence to projected time schedule.
- Certify satisfactory completion of work and recommend payment.
- Obtain information and prices to procure furnishings, appliances, and service contractors through vendor bid process and make recommendations on selection.
- Facilitate rapid turnover of vacated properties and perform vacate inspections and annual housing inspection as needed.
- Perform state and federal prevailing wage compliance monitoring of contractors performing maintenance, repair and construction work. Interact with compliance agencies as assigned.
- Plan ongoing and routine maintenance of all agency owned, leased, and managed facilities, and serve as field supervisor in the execution of the maintenance plan. Participate in maintenance of projects, as assigned.
- Develop, negotiate, and monitor contract and vendor services for facility maintenance, renovation and security.
- Train, assign, review and evaluate the work of maintenance.
- Prepare a variety of reports.
- Develop and maintain a list of on-call maintenance vendors.
- Participate in the development of facilities maintenance budgets.
- Remain on-call to address after-hours and weekend calls for emergency maintenance repairs.
- Ensure all work is performed in a safe manner, review accident reports and investigate safety hazards.

OTHER JOB FUNCTIONS:

- May be required to participate in training of staff.
- May be required for office coverage in the absence of management staff.
- Opening and closing of the Authority office, as assigned.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge and Abilities – Federal, state, and local statutes and code relating to rental and leased housing. Building trades methods and procedures. Building construction and renovation costs, methods, materials and codes; drafting; inspection methods and estimating techniques. Prevailing wage rate laws and labor standards. Personal computer, work processing and spreadsheet programs, and their use. Principles and practices of supervision training, and evaluation. Understand oral and written instructions and procedures. Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with clients, general public, and co-workers. Communicate effectively in English in written and oral expression. Deal tactfully and effectively with property owners, tenants, building contractors and representatives of other agencies. Understand, interpret and explain local, state and federal laws and regulations pertaining to housing standards. Read, interpret and prepare working drawings for renovation projects and bid specifications; review and interpret bid proposals. Make inspections and detect deviations from approved plans and specifications; keep accurate records. Operate various office machines. Establish priorities and follow through.

Licenses and Certificates - Possession of, or ability to immediately obtain and/or retain, a valid California Driver License.

Physical Environment/Work Environment - Work both indoors and outdoors and drive vehicle between assignments. Must be able to access all portions of facilities; climb stairs and ladders, and walk over uneven ground. Access close and restricted spaces, requiring significant mobility, including the ability to bend, stretch, kneel, and twist. Possess the manual dexterity to use keyboard equipment.

Other - Employee may be required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. When so required, must show proof of automobile insurance coverage at or exceeding the minimums specified by agency policy.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- May be required to complete an annual Statement of Economic Interest.
- Fluency in conversational Spanish is desirable.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES: Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Five years work experience in housing renovation and construction, general construction, or construction management; and two years of work experience in housing, finance, community programs, real estate or business administration.

Education – An Associate’s Degree from an accredited college or university, or completion of two full academic years with major course work in construction technology, business administration, or related field.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.