



CLASS SPECIFICATION FOR:
Facilities Manager

General Statement of Duties:

Manages the buildings and grounds operations and services including: leadership of personnel, budget, contracts and the training center administration; performs strategic facility asset management of County buildings infrastructure; performs related work as required.

Distinguishing Features of Class:

This class has the responsibility for the efficient operation of County facilities, which includes oversight and coordination of asset management programs for the operation and maintenance such systems as heating, ventilating, and air conditioning as well as custodial care and maintenance. The incumbent assists in coordinating building construction programs with architects and engineers. Supervision is exercised over maintenance and custodial personnel. Work is performed under the general direction and supervision of the Assistant Director of General Services.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Manages operations including Maintenance, Custodial, and Grounds;
- Develops, manages and directs the oversight and delivery of General Government building infrastructure management programs including development and administration of the maintenance program, performance and reporting management, and the geospatial Work Management System;
- Inspects building heating, ventilating and electrical systems to assure proper operation and maintenance;
- Develops sound estimates and implements cost-effective strategies to preserve, extend the life, and rehabilitate General Government building infrastructure;
- Develops performance targets for customer service responses, infrastructure asset conditions (elevators, HVAC systems, Electrical, Mechanical, Structural systems) at building, asset and asset attribute levels;
- Responsible for ensuring compliance with all applicable regulations;
- Uses targeted asset condition assessment data in conjunction with local knowledge and other available relevant information to prepare annual maintenance and replacement budgetary plans;
- Develops budgets and budgetary goals for the assigned business unit levels within the organization, related operating and capital budgets including development, long term planning, and administration, recommendation of target adjustments and supplements, and controls expenditures such that spending is within budget;
- Assists in coordinating building construction programs with architects and engineers;
- Designs, prepares the specifications for and supervises installation of new HVAC and electrical/electronic systems and modifications to existing systems;
- Prepares specifications for and monitors service contracts for various mechanical, electrical, pneumatic, life safety, and data systems;
- Prepares plans and specifications, as needed, for capital projects involving building renovation, painting, driveway repairs, furniture installation, automated fueling stations, solar energy projects and other related projects;
- Prepares specifications for and monitors the administration of outside contractual services such as lawn maintenance, custodial cleaning and mechanical/controls;
- Leads and manages the development and execution of emergency management plans, coop plans and storm preparation and recovery efforts for County facilities;
- Performs related duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of asset planning, trending and management using comprehensive modeling and asset management systems and tools; extensive knowledge of building architectural, electrical and mechanical systems; considerable knowledge of large-scale building cleaning procedures and grounds maintenance management practices, including computer operations; ability to identify problems with mechanical (HVAC) systems and to recommend solutions; ability to communicate effectively, both orally and in writing; ability to supervise effectively and to maintain harmonious relationships with employees and the public; integrity; good judgment.



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Minimum Education and Experience:

Education: Possession of a bachelor's degree in a related engineering field;

Experience: Five (5) years of experience in the operation of the physical plant of a multiple-building complex, including mechanical and custodial maintenance and comprehensive asset management;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Possession of a valid driver's license issued by the State of Virginia.

G.A.P.0006

Career Code:

Date of last Revision: 11-Feb-2012