

Senior Facilities Coordinator



General Summary of Classification:

Locates, acquires through the proper County processes, develops, renovates, and maintains residential, program, and office facilities for an assigned department; handles or assists with RFPs and procurement efforts for the acquisition of special equipment, building/space modifications and maintenance; independently handles a wide array of projects from concept to completion; may work on-call as assigned; assists supervisor with various duties; performs related work as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Handles all types of facilities related projects, including developing projects from concept for approval based on the department's operational needs, including needs assessment, scope determination, budget development, options, risk assessments, cost benefit analysis, sourcing, etc., through to RFP development, award, and managing approved projects to completion in accordance with approved project specs and budget;
- In collaboration with the appropriate County resources, handles all aspects of the negotiation and acquisition of facilities including lease and purchase negotiations, space planning, development, and renovation, preparation of documentation;
- Manages all types of facility-related issues in all types of existing facilities, homes and properties operated by the County, ensuring all sites have requisite functional space, telecommunications equipment, security systems and procedures, furniture, equipment, maintenance, etc. and ensuring each meet all and safety standards for licensure and accreditation;
- Creates and maintains all required records for assigned job duties, work orders and projects, ensures records and documentation meet all County, agency, Medicaid, licensure, CARF or other related documentation standards by accurately preparing and maintaining various types of paper and electronic records, work orders, bids, various other related documents, records, inventories and reports;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Comprehensive knowledge of all facilities operated by an assigned department, including their use, related special requirements and all applicable regulatory requirements; excellent negotiation, lease and contract management, and space planning skills. Considerable knowledge of building architectural, electrical, HVAC, and mechanical systems. Considerable knowledge of building codes and ADA requirements.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned duties; thorough working knowledge of County procurement, contract and leasing processes; excellent project management skills to develop a project from concept and manage all aspects to completion.
- **Interpersonal, Communication and Customer Service:** Excellent customer service skills to negotiate, communicate and interact professionally with diverse array of stakeholders: department and County staff, facility inhabitants, contractors, auditors, regulatory agencies, etc.; to work independently and as part of a team, including on committees and special assignments as needed or assigned; excellent negotiation and collaboration skills to effectively ensure all work is completed according to specs and compliance with applicable regulations.
- **Decision-making and Authority:** Most decisions made independently within prescribed parameters, appropriately consults and collaborates with supervisor and other department/County staff to address facility related matters.
- **Leadership:** Non-supervisory. Ability to collaborate effectively with a diverse array of stakeholders.
- **Environment:** Typically works in an office setting; works in various locations Countywide based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to engage in collaborations with a diverse array of stakeholders while handling assigned duties and projects and to coordinate or perform accurate onsite audits and inspections to ensure compliance. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related Countywide locations, that may be in various stages of maintenance, construction, replacement or repair, as needed.

Minimum Education and Experience:

Education: Graduation from high school with completion of relevant coursework;

Experience: Six (6) years of previous relevant facility management experience;

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

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a flexible or on-call schedule.

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.