



# JOB DESCRIPTION

<i>Title</i>	<b>Facilities Manager</b>		
<i>Department</i>	Buildings & Grounds	<i>Job Class</i>	M 7
<i>Driving Required</i>	Yes	<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt
<i>Created</i>	May 2023	<i>Reviewed</i>	
		<i>Revised</i>	

## **Purpose**

Manage and direct the activities and programs of staff and contractors responsible for the construction, renovation, operation, maintenance, and repair of Clatsop County buildings, structures, and grounds, and perform a variety of administrative, financial, and technical tasks related to county facilities and grounds.

## **Essential Functions**

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Plan, organize, integrate, evaluate and direct the work of the Buildings & Grounds division. Monitor division workflow and priorities, develop and implement policies and procedures. Establish and communicate the strategic direction for the division.
- Manage and coordinate division work activities. Develop and monitor work plans to achieve the division’s mission and goals. Review, evaluate, and update work product, methods and procedures. Identify and implement work method improvements. Review activity reports and other performance data to measure productivity, effectiveness, and efficiency, and identify opportunities for program improvement.
- Provide leadership to promote a positive work environment. Enforce a safe workplace. Establish a culture of teamwork, collaboration, and communication. Manage division personnel by providing timely and comprehensive communication, training, and technical assistance Determine staffing requirements, interview and hire new employees, evaluate performance and implement corrective action.
- Direct the development and administration of the division’s budget. Prepare cost estimates and forecast staff, equipment, materials, and supplies based on programming. Administer the adopted budget by authorizing and monitoring expenditures. Evaluate budget and financial data to identify opportunities for program improvement and cost reduction.
- Plan, manage, and organize the capital improvement program for county facilities. Collaborate with county staff and executive management to identify current and future construction, renovation, and major repair needs. Plan and budget for short- and long-term capital programs. Direct and manage the work of staff that manages the construction and renovation projects for county-owned and leased property. Direct the development and review contract specifications for construction projects. Monitor the construction and renovation process to make certain the projects adhere to best



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practices, budget, and contracting requirements. Manage project budgets and approve project payments.

- Plan, coordinate and direct facilities maintenance, repair, and security work performed by county staff and contractors. Negotiate contract terms and service levels for maintenance and janitorial services, prepare contract specifications and monitor contractors' performance.
- Prepare requests for proposal (RFPs), review and make recommendations on proposals, coordinate the preparation of or prepare bid documents, and prepare contracts for services and bid awards.
- Supervise and coordinate the remodeling and basic construction of projects on site (requires driving to and from). Ensure conformance with contract plans and specifications, approve progress payments, negotiate and approve change orders.
- Resolve project problems and interpret contract language to consultants, contractors, county counsel and other departments.
- Review and approve site plans, design drawings, and construction plans prepared by consultants.
- Inspect contractors' completed work to ensure adherence to specifications.
- Prepare Clatsop County Board of County Commissioners' agenda items, reports, letters, contracts, and other related documents.
- Perform related duties as assigned by the assistant county manager.
- Participate in internal work groups (i.e. sustainability) and prepare and make presentations as appropriate to internal and external audiences.

## Auxiliary functions:

In the event of a declared emergency by the Clatsop County Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

## ***Education and Experience***

Requires a Bachelor's degree in civil or mechanical engineering, public or business administration, construction management, or a related field AND three (3) years of facility management experience. Said experience must have included the management of a facility program with multiple commercial buildings similar to the size and complexity of Clatsop County, which includes a minimum of two (2) years of lead or supervisory experience.

OR

An Associate's degree in civil or mechanical engineering, public or business administration, construction management, or a related field AND five (5) years of facility management experience. The experience must have included the management of a facility program with multiple commercial buildings, similar to the size and complexity of Clatsop County, which includes a minimum of two (2) years of lead or supervisory experience.

Must possess and maintain driving privileges in the state of Oregon.

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Must be able to pass a thorough background check for security clearance for access to the Sheriff's Office, county jail, courthouse, Juvenile, and all other county buildings.

## ***Knowledge, Skills and Abilities***

Knowledge of:

- Knowledge of building automation and energy efficiency policies and technology, plan and design of initiatives to improve efficiencies in facility operations, and efficient use of natural resources.
- Principles and practices of construction project management related to a wide range of construction practices including pertinent federal, state and local regulations and laws,
- Principles and practices of commercial facilities management, operation, and programming,
- Principles and practices involved in strategic planning, goal setting, and resource allocation.
- Principles, methods, materials, and practices used in the construction, renovation, maintenance, and repair of complex government facilities,
- Principles and practices of financial planning and budgeting as it relates to the management of a comprehensive facilities management program.
- Principles of public sector construction contracting processes.
- Principles and techniques of sustainable building and energy management.
- Design principles and practices of architecture, and civil, structural, mechanical, and electrical engineering,
- Construction cost estimating, scheduling and spreadsheet software applications.
- Safety regulation, safe work practices, and equipment related to the work of facility management.

Skills to:

- Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
- Manage the design, construction, renovation, maintenance, and repair of complex building projects through subordinate staff.
- Select, motivate, and evaluate staff and provide for their training and development.
- Prepare, administer, and monitor a budget of a similar complexity to the position under recruitment.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- Prepare clear and concise records, reports, correspondence, and other written materials.
- Evaluate complex commercial facility construction plans, drawings, estimates and contract documents for accuracy, useful design, and compliance with regulations and project requirements.

Ability to:

- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action.



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- Perform technical research and solve difficult construction problems.
- Manage a broad range of construction projects including supervision of technical and consulting staff.
- Prepare contracts, agreements, specifications and contract documents.
- Ensure project compliance with state, federal and local laws and regulations.
- Monitor project budgets.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with internal and external partners.

## ***Desired Qualifications***

Experience in construction and facilities management specifically related to government facilities. Oregon State Procurement Certification. Experience with DDC (direct digital control) software for HVAC systems. Expert knowledge of building systems including electrical, mechanical, and plumbing.

## ***Physical Demands***

Along with the typical office environment, the position requires the ability to lift up to 60 pounds, climb scaffolding, stoop, bend, drive a vehicle and walk over uneven terrain in order to assess building projects.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Typical working office environment. Also requires working outdoors and on construction sites in all weather conditions.

## ***Supervisory Responsibility***

Reports to the assistant county manager. Exercises direct supervision over the facility operations supervisor and administrative support staff.