

Health District

OF NORTHERN LARIMER COUNTY

POSITION DESCRIPTION

POSITION TITLE	Facilities Manager
DEPARTMENT	Support Services
SALARY GRADE	Grade 10
REPORTS TO	Support Services Director

POSITION OVERVIEW

Responsible for managing the day-to-day operation of the Health District's facilities, assisting with a wide variety of duties ranging from facility maintenance management to contracting for equipment purchases, building maintenance and construction services. Supports all Health District programs through the provision of facilities, fleet and equipment needed for ongoing operation. Works with staff to procure and utilize proper equipment and services for achieving objectives and providing services to clients. Helps manage rental properties owned by the Health District.

SUPERVISION AND FISCAL RESPONSIBILITIES

This position supervises the General Maintenance Specialist and is responsible for developing and monitoring the annual facility maintenance budget (totaling approximately \$250,000) and approving program expenditures within the approved budget.

EXAMPLES OF DUTIES

- Bids, negotiates, and manages janitorial, HVAC, landscaping, and other common area maintenance contracts.
- Oversees bidding and project management for facility renovation projects within allotted budget and is compliant with applicable codes, regulations, architectural standards, and contractual requirements.
- Performs or facilitates inspections of all parts of the organization's grounds and facilities; approves renovations, maintenance, and installations when necessary.
- Conducts regular jobsite visits to oversee progress and quality of construction projects. Tracks and documents project activities. Oversees contractor activities and provides quality control by completing punch lists for issues on construction projects.
- Determines what will be needed for program changes and new spaces, including furniture, equipment, and facility upgrades. Recommends maintenance, mechanical, electrical, and facility design modifications. Researches and estimates costs of facilities projects including costs for labor, equipment, and materials.
- Provides recommendations for purchases of new equipment. Carries out scheduling and helps with delivery, assembly and installation of furniture and equipment at Health District facilities.
- Manages leases with tenants and coordinates with building occupants to ensure their facility related needs are considered and addressed.
- Assists with the biennial Board of Directors election including management of third-party service contracts.
- Manages all facilities personnel.
- Maintains day-to-day operations of facilities, such as delegating or completing maintenance orders.
- Manages the Health District vehicle fleet including scheduling maintenance and overseeing staff utilization procedures.
- Creates reports on maintenance, repairs, safety, and other occurrences for relevant staff.

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- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Maintains a recordkeeping system documenting facility use, maintenance schedules, manuals, and any other information required by internal policy or by local, state, and federal agencies.
- Works as a team member, participating in group meetings and special events as required.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Works on a wide variety of other projects assigned by the Support Services Director.

QUALIFICATIONS

- Minimum of a bachelor's degree in Facility or Construction Management, Public Administration, Business Management, or a related field; or a combination of education, training, and experience.
- Advanced Degree in Public Administration, Facility or Construction Management or similar field is desired.
- At least four years paid professional experience and excellent skills in:
 - Project management around facility support and property management functions.
 - Procurement and bidding for services, equipment, and construction projects.
 - Oversight of commercial construction projects.
 - Advanced troubleshooting and organizing multiple property management tasks.
- Researching, planning, soliciting proposals and procuring services, furniture and equipment for facilities and construction projects.
- Ability to prepare service contracts and manage third-party contractors.
- Ability to develop bid documents and manage maintenance and construction projects.
- Ability to make presentations orally and in writing.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Exceptional problem-solving skills and judgment.
- Detail oriented, excellent organizational skills, a commitment to high-level accuracy.
- Ability to work both cooperatively within a team and independently.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional, but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.

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- Must have the ability to communicate information and ideas verbally so others will understand.

General Benefits Description - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.