

Health District of Northern Larimer County

Facilities Manager

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- Interact daily with subordinates and/or functional peer groups to exchange or present factual information, and work as a team member, participating in group meetings and special events as required.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Receive and complete predetermined work assignments that are process driven and subject to a moderate level of control and review.

Qualifications

- Bachelor's Degree in Facility or Construction Management, Public Administration, Business Management, or a related field with 1 - 3 years of related and/or supervisory experience.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Knowledge of project management, in facilities, practices and principles.
- Knowledge of procurement and bidding for services, equipment, and construction projects.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Strong attention to detail with a high level of accuracy.
- Good computer skills with the ability to learn new software.
- Good verbal and written communication skills.
- Ability to make presentations orally and in writing.
- Ability to prepare service contracts and manage third-party contractors.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to lead a team.

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

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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.