# **Health** District

## OF NORTHERN LARIMER COUNTY Position Description

Position	Title
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**Facilities Manager** 

## Salary Level/Grade M1

## **Position Overview**

The Facilities Manager manages 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.

## **Supervision and Fiscal Responsibilities**

Responsible for managing the day-to-day activities of a team. Establish tasks for the team and receives guidance and oversight from manager. Typically manage paraprofessional, clerical/support, or general worker classified employees. Develop and monitor the annual facility maintenance budget (totaling approximately \$250,000) and approve program expenditures within the approved budget.

## **Examples of Duties**

- Oversee bidding, negotiating, and project management activities for all facilities and maintenance contracts or renovation projects, within allotted budget, ensuring compliance with applicable codes, regulations, architectural standards, and contractual requirements.
- Perform or facilitates inspections of all parts of the organization's grounds and facilities.
- Conduct regular jobsite visits to oversee progress and quality of construction projects, track and document project activities, oversee contractor activities, and ensure quality control.
- Determine what will be needed for program changes and new spaces, including furniture, equipment, and facility upgrades, recommend maintenance, mechanical, electrical, and facility design modifications, and research and estimate costs of facilities projects including costs for labor, equipment, and materials.
- Provide recommendations for purchases of new equipment, schedule and assist with delivery, assembly and installation of furniture and equipment.
- Manage leases with tenants and coordinate with building occupants to ensure their facility related needs are considered and addressed.
- Identify and resolve operational issues within established guidelines; escalate issues as needed.
- Assist with Board of Directors election including management of third-party service contracts.
- Manage all facilities personnel, and maintain day-to-day operations of facilities, such as delegating or completing maintenance orders.
- Manage the Health District vehicle fleet including scheduling maintenance and overseeing staff utilization procedures, and create reports on maintenance, repairs, safety, and other occurrences for relevant staff.
- Maintain a recordkeeping system documenting activities such as facility use, schedules, files of warranties, records, licenses, inspections, service agreements, contracts for various pieces of equipment, any other information required by internal policy or by local, state, and federal agencies.

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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.
- o 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.
- o Must comply with infection control policies for this position.

## Health District of Northern Larimer County Facilities Manager

**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.