

Market Range Detail - Facilities Operations and Maintenance Division Manager

Effective Date

February 20, 2012

Market Range Title Description

Positions in this market range title are responsible for the planning, direction and management of the County's Facilities Maintenance Planning Center including the preventative maintenance program, customer service center, maintenance service contracts, 24 hour monitoring center, central administrative functions, building safety and facilities automation system operations. Incumbents manage the County's annual major maintenance program through subordinate Trades Supervisors and a broad range of Trades Specialist, Trades Generalists, and other specialized maintenance staff. Management duties include developing and monitoring performance plans, evaluating performance, training, counseling and coaching staff, determining work schedules and priorities, and interviewing and selecting staff.

Typical job duties include: managing all regional maintenance centers which are responsible for all building maintenance for assigned area; providing single point of contact for regional maintenance centers, business services, maintenance contractors, service vendors and capital facilities development for all contracted and in-house maintenance projects and services; assisting in the development and implementation of the department's strategic plan and goals and maintenance policies and procedures; performing needs assessments and analyzing the effectiveness of service delivery; developing and implementing operational changes and improvements; resolving complex operational problems; assisting in the development and management of the annual maintenance budget and special program funding requests; leading and implementing special projects and programs; ensuring excellent customer service is provided through personal contact with customers and following up to ensure satisfactory job performance of employees and vendors; ensuring that safety policies, procurement policies, building codes and operational budgets are adhered to by staff; working closely with capital facilities development for equipment installation and replacement; managing the administration of outsourced contract services such as life safety, electrical systems, HVAC systems, vertical transportation, landscaping, janitorial, pest control, etc.; identifying staff educational and training requirements and assisting in the development of training schedules; participating with regional maintenance supervisors to develop capital replacement programs; reviewing plans and request changes based on maintenance needs for the division; reviewing RFI's, change orders and submittals and formulates responses; participating in the development of design and construction documents including the specification of building equipment and systems based on the size, location and use of the facility; coordinating owner-related operational activities for construction and renovation projects of substantial size; monitoring construction progress; overseeing the final inspection of facilities as the owner's representative in conjunction with the Capital Facilities Division; promoting and leading employees in process improvement teams; providing management with technical expertise relating to building maintenance and repair. Work is performed under the direction of the Director – Facilities Management.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$35.29	\$42.95	\$50.61

Likely Minimum Qualifications

- Bachelor's degree in business or a related field OR an equivalent combination of education and job related maintenance management experience on a year for year basis.
- Eight year of progressively responsible experience in building construction, maintenance operations.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Operations & Maintenance Division Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.