

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**FACILITIES OPERATIONS MANAGER**

**CLASS SUMMARY:**

Under general direction, manages, plans, organizes, directs and oversees maintenance programs and operations for County facilities including all building systems and components; custodial and landscape maintenance, construction and remodel projects, building security, energy management, cogeneration power distribution plant operations and maintenance.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the:

- **Director of General Services** class which plans, organizes and directs the activities of the Department of General Services including architectural and real estate services, facilities operations, central services (purchasing, mail, records and surplus property), fleet services, and the Nut Tree Airport; the
- **Assistant Director of General Services** class which assists the Director of General Services in managing the operations of the County's General Services Department through the supervision of subordinate supervisory, professional, technical, and support staff. The incumbent assists in planning, organizing, and providing high-level oversight and administration of Department operations and functions; and the

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Director of General Services or Assistant Director of General Services.

Employees in this class supervise employees in the classes of Stationary Engineer (Senior), Custodial Supervisor, Facilities Supervisor, Groundskeeper Supervisor, Cogeneration Industrial Engine Mechanic and related technical and clerical classes.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes, directs, supervises, and evaluates the work to be performed in the maintenance and repair of buildings and support equipment, including; heating, ventilating, air conditioning, and refrigeration equipment; electrical, plumbing, carpentry and lock-smithing, custodial services and landscape maintenance; coordinates work with other departments; determines and establishes priorities to meet work schedules; interprets specifications and blueprints and explains job orders to subordinates.
- Receives and investigates complaints and determines appropriate corrective action and takes action to resolve problems.
- Plans and directs training for employees in various trade skills and safe work methods. Makes policy recommendations, establishes and interprets divisional policies to subordinates, and enforces safety regulations to subordinates.

- Analyzes and resolves work problems; recommends and executes personnel actions such as promotions, transfers, discharges, new hires, disciplinary measures and performance evaluations of subordinates.
- Manages the operation of the County's Cogeneration Plant including maintenance of engines, chillers, and boilers; manages the maintenance of the distribution system to support County Facilities; analyzes and forecasts power distribution and consumption.
- Manages time and work distribution records and prepares operating reports; responsible for stock of maintenance supplies; recommends and implements measures to improve work methods, equipment performance and quality of work; recommends changes in the working conditions and use of equipment to increase efficiency; requisitions supplies, materials, and equipment. Manages computerized maintenance management system.
- Develops, prepares, and manages the approved operational budgets for multiple units; analyzes variances from plan.
- Develops and prepares specifications and cost estimates for projects done by contractors; inspects and manages work done by both County staff and contractors; ensures the County is in compliance with applicable State/Federal laws and regulations and administrative/building codes and ordinances; monitors pest control for County buildings in consultation with other departments and pest control operators.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree is required from an accredited college or university in Engineering, Building Management, Construction Management, or related field AND, three (3) years of supervisory experience providing maintenance services for a public agency or commercial facilities management firm specifically maintaining and repairing buildings of similar size and complexity as Solano County, and/or managing construction projects.

**OR**

- Associates degree is required from an accredited college or university AND Five (5) years of supervisory experience providing maintenance services for a multi-facility complex specifically maintaining and repairing buildings and/or HVAC/R systems and/or managing small to medium sized construction projects.
- Facilities Management Professional (FMP) certification is desirable.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Principles and practices of management, supervision, and leadership.
- Principles and practices of various skilled and/or technical trades including; heating, ventilating and air conditioning (HVAC); operating, maintaining and installing building

support equipment including, but not limited to chillers, boilers, pumps, control systems, fire alarm systems, security systems, and audio-visual systems.

- Principles and practices of preventive maintenance and repair or replacement of mechanical and electrical operating systems.
- Laws, codes, and regulations pertaining to building operations, maintenance, improvements, and safety.
- Principles and practices associated with governmental accounting, budget preparation, fiscal management, and financial/cost analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Formats and uses appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing, and completing budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.
- Principles and practices of engineering standards and regulations relating to building support systems.
- Cogeneration industrial operation for power generation, plant distribution including mechanical and sustainable energy practices.
- Computerized work order/billing systems.
- Public administration including budgeting, program planning/evaluation and analysis, grant writing, request for approval process (RFP), and supervision.

**Skills and/or Ability to:**

- Supervise, evaluate, train, and develop staff.
- Develop, analyze, and implement effective operational procedures.
- Manage a variety of simultaneous work projects to successful completion.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Prepare a variety of written communications to include reports, policies, and procedures.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships in the performance of required duties.
- Represent the Department in meetings with representatives from various County and non-County organizations, businesses, customers, and/or with the general public.
- Maintain accurate records and document actions taken.

- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Maintain confidentiality of records and information in accordance with applicable laws/regulations and policies.
- Use modern office equipment to include computers and related software applications.
- Understand, interpret and explain regulation and policies governing HVAC/R engineering and building maintenance operations.
- Make decisions and independent judgments.
- Prepare, implement and manage budgets and statistical reports.
  
- Determine the appropriate course of action in emergency or stressful situations.
- Develop and implement individually, through subordinates or contractors, operational building and maintenance procedures.
- Read and interpret blueprints and technical drawings.
- Work closely with Capital Project Management staff in planning of building modifications, repairs, and new construction to develop scope of work or design strategy and review of contract documents to determine suitability of specified components, fixtures, and/or equipment.
- Meet and communicate clearly with department users, professional design consultants in defining problems regarding performance deficiencies or equipment failure, and in determining design of operational solutions.

### **SPECIAL REQUIREMENTS**

- Possession of a valid Class C California driver's license is required at the time of employment.

### **PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling -- Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to

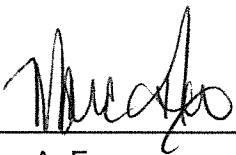
receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

**WORKING CONDITIONS:**

- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends and thus may working alone for extended periods of time.

**OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



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Marc A. Fox  
Director of Human Resources

**CLASS HISTORY AND CLASS INFORMATION:**

Date Approved by the Director of Human Resources: November 17, 2016

Date(s) Revised: November 16, 2016