

FACILITIES MANAGER

NATURE AND VARIETY OF WORK

This is highly responsible management, technical and supervisory work involving management of one of the major Facilities Operations and Maintenance Sections within County government. An employee of this class is responsible for carrying out a broad range of managerial and administrative functions with considerable latitude for independent judgment involving facility management and/or building maintenance and operation for Prince George's County Government.

Work in this class involves responsibility for planning, organizing, supervising and reviewing the work of professionals, supervisors, skilled tradespersons, semi-skilled and unskilled employees engaged in a variety of tasks involving the maintenance operation and repair of County owned and leased facilities.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, organizes, assigns, gives general direction and oversees the work of subordinate employees involved in all phases of maintenance and operation of County owned and/or leased buildings.

Oversees the development of plans, specifications, cost estimates and contracts for jobs involving the operation and maintenance of equipment and facilities to be let for bid.

Develops plans, specifications, cost estimates and estimates for jobs to be let out for bid, reviews bids and recommends one to be accepted; oversees work of private contractors as they fulfill their commitments.

Discusses, within employee's area of responsibility, building material quality and costs with dealers, architects, consulting engineers, manufacturers and/or their representatives.

Works with private architects when they are responsible for the preparation of the drawing for new construction or renovation of existing buildings and acts as liaison between the County and other professional consultants.

Develops and monitors asbestos abatement, radon remediation and building air quality program for County buildings and property.

Meets with department and agency heads, executive staff, municipal officials and/or Fire Department organizations to coordinate the activities for which the employee is responsible.

Develops budgetary data, coordinates and assists in the preparation and submission of the overall Division budget.

Represents the Administrator at meetings and acts for the Administrator upon specific assignment.

Reviews and counsels employees concerning job performance, provides training and takes appropriate disciplinary actions as required.

Prepares correspondence and reports for dispatch to a variety of sources.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of property management and maintenance procedures, and/or building maintenance and operation as they apply to Prince George's County.

Considerable knowledge of the principles and methods of energy conservation.

Proven ability to plan, organize, administer and manage the activities of professionals, technicians, skilled tradespersons, semi-skilled and/or unskilled employees engaged in property management, maintenance and operation of facilities.

Ability to establish, implement and meet goals and objective for the Division.

Ability to develop and administer a division budget.

Ability to establish and maintain effective working relationships with other County agencies, State, Federal and Regional officials, citizen groups and the general public.

Broad experience in the preparation and administration of a variety of contracts.

MINIMUM QUALIFICATIONS

Any combination of education and experience equivalent to a Bachelors Degree in Real Estate Management

Property Administration, Business or Public Administration, Architecture, Engineering or related field plus 3 years experience in building, grounds, property management activity or building and facilities management in addition to 2 years supervisory experience.

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