

FIRE DEPARTMENT
SANTA CLARA COUNTY

FACILITIES MAINTENANCE MANAGER

DEFINITION

Under the direction of the Support Services Manager, manage the program for maintenance, repair, construction and modification of Santa Clara County Fire Department buildings and property, and is responsible for supervision of assigned staff and their work activities.

In the absence of the Support Services Manager, the incumbent may temporarily assume duties of the higher-level classification.

This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the lower classification of General Maintenance Craftworker in that the latter performs a variety of skilled and semi-skilled work in structure, equipment, and grounds maintenance. The classification differs from the higher classification of Support Services Manager in that the latter has overall management of the Support Services Division.

EXAMPLES OF DUTIES

Depending upon assignment duties may include, but are not limited to, the following:

- Supervise, plan, evaluate, motivate, and direct in the work assignments and activities of General Maintenance Craftworkers.
- Prepare the annual preventive maintenance plan for all buildings and properties including estimated costs and schedules.
- Ensure that the program, projects, and outcomes meet the Department's needs and are in compliance with the Department's Strategic Plan.
- Evaluate buildings and sites, analyze customer needs and general conditions to develop solutions to satisfy requirements communicated through a workplan.
- Review work requests to develop priorities and establish schedules.
- Schedule, oversee, and supervise subordinate staff to respond to unplanned emergencies, coordinate vendors and deliver maintenance projects.
- Is responsible for contracting with trade contractors to perform specialized craft work or other specified maintenance project work.
- Review vendor proposals/bids, analyze submittals, and make recommendation on selection of vendors based on technical merit and the incumbent's professional judgment.

EXAMPLES OF DUTIES (continued)

- Inspect and approve the completion of construction projects and work performed by third parties and by in-house resources.
- Review engineering and architectural drawings and specifications to monitor progress and ensure compliance with plans and specifications.
- Prepare the facilities and maintenance program budget; track and control maintenance costs to avoid cost overruns, and to work within an approved budget.
- Prepare progress reports including requirements for labor, material and equipment necessary to perform maintenance at facilities.
- Communicate on behalf of the Department with consultants and other interested agencies or parties, and expeditiously resolve any issues that may arise.
- Represent the Department in the resolution of disputes with, and claims of, contractors; analyze claims and approve consultant and contractors payment requests.
- Directs and monitors compliance with local, state, and federal building and health and safety codes and other regulations.
- May produce technical reports and specifications.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Possession of a high school diploma, General Education Development (GED) or an equivalent certificate; three (3) years of experience as a general contractor or as a superintendent with a general contractor in one of the primary building trades; and two (2) years of supervisory experience or lead experience.

Highly Desirable: A bachelor's degree in construction, building science, construction management, or in a closely related field is desirable.

Experience Note: Qualified applicants would typically attain the following knowledge and abilities with three years of facility, plant or campus maintenance experience or equivalent experience in construction or construction management.

Knowledge Of:

- Principles and practices of management relating to training, evaluation, and supervision of subordinates.
- Basic concept of costing, cost estimates, budgeting, and scheduling techniques used in construction projects.
- Applicable California codes and laws and regulations pertaining to public works projects.
- Modern construction methods and practices.

Knowledge Of: (continued)

- Contracts, plans, and specifications as well as construction methods, materials, and regulations.
- Computers and software programs for budgeting and fiscal management, cost estimates, work requests, and scheduling.

Ability To:

- Effectively supervise, plan, evaluate, motivate, train, and direct the activities of General Maintenance Craftworkers and other assigned personnel.
- Effectively counsel and discipline subordinates.
- Identify and prioritize maintenance needs and plan projects based on available resources.
- Understand and carry out written and verbal directions.
- Maintain related data and records, including timely processing of invoices and preparation of reports.
- Be decisive and work well under pressure, particularly when faced with unexpected occurrences or delays.
- Analyze and resolve specific problems related to maintenance and construction projects.
- Understand engineering, architectural, and other construction drawings and bid responses.
- Effectively communicate both orally and in writing.
- Maintain strong internal and external relationships using customer service principles.
- Maintain a safe driving record.

Working Conditions/Physical Demands: Work is generally performed in an office setting, but may require travel to various Department locations. Work may require the incumbent to frequently sit, stand walk, twist, turn, kneel, bend, squat or stoop in the performance of daily activities. The position requires hand dexterity; ability to grasp, do repetitive hand movement and fine motor coordination when using a computer keyboard and with use of tools or controls. The incumbent may occasionally lift, push, pull, and/or move up to 25 pounds. In addition, the position requires near and far vision when reading and using a computer. Acute hearing and clear, understandable speech are required. Some driving is required.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate must complete and pass a Live Scan fingerprint, background check, and medical examination.