

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FACILITIES OPERATIONS MANAGER**

Spec No. 1044

### **BASIC FUNCTION**

To plan, coordinate, supervise, and manage the alteration, maintenance, and repair of assigned buildings, facilities, and grounds.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develops, recommends, and implements a comprehensive construction and maintenance program; confers with other supervisors and managers as necessary to determine construction and maintenance needs; estimates equipment, material, and labor requirements for a variety of construction and maintenance projects; establishes work priorities and prepares program plans and budget requests; monitors expenditures and administers the approved budget.
2. Plans, schedules, and coordinates the alteration, maintenance, and repair of assigned buildings and the construction and maintenance of assigned facilities and grounds; may prepare plans and specifications for a variety of construction, remodeling, and repair projects; may supervise and coordinate construction, remodeling, and repair work performed by outside contractors.
3. Plans, organizes, supervises, and evaluates the work of subordinate supervisors and staff; instructs and assists subordinate employees as necessary and provides for their training; reviews recommendations of subordinate supervisors and hires, disciplines, promotes, and terminates subordinate employees as necessary.
4. Maintains an inventory of equipment, materials, and supplies; orders and requisitions equipment, materials, and supplies as necessary; arranges for the leasing, rental, or purchase of major equipment as required; may assist in preparing bid specifications for the acquisition of capital equipment and/or the services of outside contractors; may assist in reviewing and evaluating bids submitted.
5. Reviews and investigates complaints regarding assigned buildings, facilities, and grounds, and takes appropriate remedial action.
6. Inspects work in progress and upon completion to ensure timely completion and compliance with instructions, procedures, and standards; identifies and investigates cost overruns and irregular costs, and takes appropriate action; reviews and analyzes operational policies and procedures, and initiates action to reduce costs and ensure safe and efficient operations.
7. Maintains or supervises the maintenance of necessary records and prepares required reports.

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### **STATEMENT OF OTHER JOB DUTIES**

8. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Two (2) years of experience as a Facility Maintenance Supervisor or the equivalent thereof; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid State of Washington driver's license and a valid First Aid Card are required for employment.

Candidates for employment may be required to pass a preemployment physical examination prior to being hired.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of program planning, budgeting, supervision, and management
- the equipment, tools, materials, methods, and techniques used in building maintenance and the construction trades
- the principles, practices, and procedures associated with landscaping and with the cultivation and care of lawns, plants, shrubs, and trees
- preventative maintenance methods and procedures
- relevant building, electrical, fire, mechanical, and related codes and ordinances
- electrical, mechanical, and structural systems
- occupational hazards, and safety rules and regulations
- first aid methods and procedures

Ability to:

- develop and implement an effective construction and maintenance program
- prepare program plans and budgets
- plan, organize, supervise, and evaluate the work of subordinate employees
- analyze and evaluate operations, and take effective action to correct deficiencies and resolve problems
- prepare, read, interpret, and work from a variety of blueprints, drawings, plans, and specifications
- accurately estimate equipment, material, and labor requirements for a variety of construction and maintenance projects

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### KNOWLEDGE AND ABILITIES (Continued)

- evaluate major equipment and material requirements and make appropriate recommendations regarding the leasing, rental, or purchase of same
- communicate effectively, both verbally and in writing
- maintain necessary records and prepare required reports
- establish and maintain effective work relationships with superiors, subordinates, co-workers, employees of other agencies, and with the general public

### SUPERVISION

The employee receives administrative direction from the department director. The work is performed with considerable independence and the employee is responsible for the attainment of program goals and objectives. Direct supervision is exercised over subordinate supervisors and through them over the entire maintenance staff. The work is reviewed through periodic status reports, staff meetings, and observation of results obtained.

### WORKING CONDITIONS

The work is performed primarily in an office environment with frequent field trips to work sites throughout Snohomish County.

The employee is required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 under the title Building Superintendent

Previous Spec No. 260180

Revised and Retitled: May 2005 as Facility Maintenance Manager

Revised: November 1983

EEO Category: 1 - Officials and Administrators

Pay Grade: 112 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous