



Title: Chief of Facilities and Business Support Services

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is responsible for managing and maintaining the District’s fixed facilities, real property, and related assets and equipment, excluding rail transportation infrastructure and systems such as track and structure, rail power, signaling, wayside right of way and associated equipment and assets. This position provides executive level direction and management over assigned functional areas such as facilities maintenance, safety and environmental, property management, facilities program management, information technology/intelligent transportation systems (ITS), procurement, contracting and DBE and other assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Under executive direction of the General Manager/CEO plans, organizes, directs and coordinates the District’s facilities maintenance, safety and environmental, property management, and facilities program management functions; the use of technology and information systems; procurement and contracting issues. Serves as a member of various teams and committees. Represents the General Manager in a variety of capacities as assigned. Formulates policies, procedures, and practices for the assigned functional areas within the Facilities Management Division and makes recommendations to the General Manager. Works with other District divisions and departments to lead the development of a comprehensive Capital Improvement Program to ensure an overall “state of good repair,” safe, clean, and effective environment for the District’s customers and employees.	15%
2	L	Facilities Maintenance functional area: Plans, organizes, directs, and coordinates the full range of duties related to servicing, cleaning, maintaining, and repairing the District’s fixed facilities, including but not limited to buildings and grounds, stations, bus stops and shelters, parking lots, and fueling facilities.	15%



3	L	Safety and Environmental functional area: Plans, organizes, directs, and coordinates the full range of duties related to ensuring compliance with all safety and environmental statutes, ordinances, rules, codes, and other regulations; complying with all internal and external safety and environmental reporting requirements; identifying and assessing safety and environmental risk; investigating and resolving safety issues, including accidents, hazardous material handling and disposal; and ensuring physical access security for the District’s facilities and assets.	15%
4	S	Property Management functional area: Plans, organizes, directs, and coordinates the full range of duties related to managing the District’s tenants, leases, and other agreements involving the use of the District’s real property by external entities.	5%
5	S	Facilities Program Management functional area: Plans, organizes, directs, and coordinates the full range of duties related to managing capital improvement programs assigned to the division (excluding new service, major asset purchases, and major construction projects), including but not limited to District facilities for employees, small construction and rehabilitation, customer amenities, office furnishings and equipment, telephones/pagers/cell phones, records storage, and space planning. This function also includes resolving ADA universal standards and access issues.	15%
6	S	Oversight of Information Technology/Intelligent Transportation Systems functional area: Plans, organizes, directs and coordinates the full range of duties related to overseeing the selection, deployment, use and administration of information technology, ITS, and related systems within the District.	15%
7	S	Procurement, Contracting and Disadvantaged Business Enterprise (DBE) functional area: Plans, organizes, directs and coordinates the full range of duties related to overseeing the expenditure funds for goods, services and capital assets; and to overseeing the administration of the District’s DBE program. This includes compliance with all statutes, ordinances, rules, decrees, and other regulations associated with procurement, contracting and DBE administration.	15%
8	S	Represents the District at national, state, and local conferences. Consults with other government agencies, the business community, and private organizations to explore new ideas and resolve issues. Establishes and maintains an effective system of communications throughout the organization. Performs related duties as assigned.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, engineering, construction management, project management or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in facilities management and organizational support services
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the division.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



Certification &
Other Requirements

KNOWLEDGE

- Policies, procedures, and functions of the District
- Laws, ordinances, rules, regulations, and codes applicable to the functional areas
- Budget development and administration
- Governmental function, organization, and relationships
- Facilities management techniques, methods and practices; facilities maintenance standards and practices
- Safety and environmental regulations and issues
- IT infrastructure and programming techniques and procedures
- Procurement process oversight and controls
- Project oversight and project management techniques
- Property management practices
- Program management oversight
- Principles of management, supervision, and training

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize, direct, coordinate, and supervise work and staff
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area
- Serve as an advisor to the General Manager
- Analyze and resolve a variety of complex organizational, staffing, and other issues
- Maintain comprehensive records and reports
- Prepare clear and concise written and oral reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; Observing work site; Communicating with co-workers; Site inspections
Sitting	C	Desk work; Meetings
Walking	F	To other departments/offices; Around work site; Site visits
Lifting	R	Supplies; Files
Carrying	R	Supplies; Files
Pushing/Pulling	O	File drawers
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; Getting inside vehicle
Climbing	R	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.