



Title: Director, Facilities

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage all District facilities, light rail stations, stops and shelters, construction projects, rehabilitation of District facilities, ADA transition improvement projects and ensure consistent operation of CNG fueling system. This is accomplished by managing and supporting facilities, capital projects and operations; developing and managing department budget; recommending, overseeing and implementing capital projects and managing budget; developing program, policy and procedures and recommending, developing and implementing District policies; training, motivating, mentoring and disciplining department staff, reviewing and approving District and department projects and specifications, and representing District at Board meetings, external organizations, and field customer service. Other duties include providing guidance and mentoring to staff; resolving conflicts and negotiating with others; administering collective bargaining agreements; coordinating with other District departments, and overseeing facilities complaint investigations from the general public and elected officials.

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 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Manages facilities by directing supervisors and staff, resolving safety issues, responding to elected officials' inquiries related to facilities, gathering and assimilating data for facilities and/or ADA improvements, developing and implementing District projects, monitoring and providing feedback on performance of Facilities, developing and implementing a training program, representing the District at Board meetings and external organizations, and reviewing plans, specifications, and contract documents, working with and developing cooperative associations with City and County staff on facilities projects and operational issues; developing architectural plans for remodeling and remodel spaces using contractors and organic resources; developing, implementing and managing installation of new and replacement equipment; developing and implementing innovations and modernization of facilities, stations and stops/shelters and space utilization plans; and reviewing and approving project specification submittals for	40%



		other agencies.	
2	L	Ensures consistent operation of the CNG fueling system by reviewing, discussing, and developing course of action to supervisory/administrative staff, ensuring annual rebuilds are performed on compressors, developing and implementing upgrades to the system, monitoring preventative and remedial maintenance, developing contingency plans for emergencies, and monitoring capital budget for equipment purchases.	25%
3	S	Performs administrative duties by developing, managing and allocating department operating and capital budgets, recommending capital improvement projects, monitoring expenditures, approving requisitions, managing, planning and allocating District funds for power, water, etc for all facilities, shelters and stops; developing plans, and cost estimates for projects; creating, implementing and managing plans, policies, and special projects; developing training goals, supervising staff, providing guidance and mentoring, establishing and implementing training for personnel, making personnel decisions such as interviewing, selecting, hiring, promoting, and disciplining employees, and developing plans and policies.	25%
4	S	Mediates highly conflicting and unexpected problems by meeting with Labor representatives, interpreting and applying Collective Bargaining Agreements, evaluating recommended resolutions, resolving personnel conflicts, negotiating agreements with vendors, and resolving politically sensitive issues with external customers.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Engineering, Construction 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	<p>A minimum of seven (7) years of experience in facility management or building maintenance operations, including three (3) years of supervisory experience. Experience with the operation and maintenance of a Compressed Natural Gas (CNG) fueling facility is highly desirable.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.</p>
Human Collaboration Skills	<p>Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: 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.</p>
Budget Responsibility	<p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p>
Reading	<p>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.</p>
Math	<p>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</p>



	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
<ul style="list-style-type: none"> • Engineering (mechanical, electronic, and controls), and software control systems. • Preventative maintenance systems. • Facilities maintenance practices. • Leadership practices and supervisory techniques. • Budget management principles and practices. • Space planning techniques. • Budget controls and processes. • Collective bargaining and labor agreements. • Facilities management, engineering, construction, security, and planning. • Estimating Techniques. • Construction, design and security management.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Deal with difficult people and situations. • Learn District and departmental operating policies, procedures, system, methods, and tasks. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Apply customer service skills, representing the District in a positive way while working with the public.



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	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	C	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	O	Supplies; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Performing inspections
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

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	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
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.