



Title: Senior Facilities Specialist

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to coordinate and support Facilities related projects including internal property management, project manager for internal relocations and various space utilization projects and act as the department liaison in projects outside of Facilities Management purview. This is accomplished by performing project job research, analysis, take-offs, and benchmarking; directing work of personnel; projecting budget development and management, and planning space layout and inspection duties. Work mainly involves the gathering and interpretation of data dealing with complex problems and unexpected situations, including making recommendations and performing the most difficult and responsible types of duties. Other duties include scheduling and hosting brainstorming meetings, presentation of information, reviewing practices and methods, responding to customer service requests from the public, and assisting in the development of drawings and bid packages.

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	S	Oversees project management by leading projects, performing project research, analysis, take-offs, and benchmarking, performing oversight and administration of prime and subcontractors, directing work of personnel, projecting budget development, performing site visits and analysis, planning space layout, performing inspection duties, facilitating coordination between the city, county, and other agencies, assisting in drawing bid packages, acting as project manager for internal relocations, and developing and implementing effective systems to minimize internal relocation issues and disruptions; performs the most difficult and responsible types of duties, including acting as a lead on assigned projects.	70%
2	S	Implements policies, procedures, and programs to increase income, reduce operating costs and enhance property values; oversees and reviews collection and maintenance of income data; acts as project manager for internal relocations; conducts space planning utilization needs analyses; prepares and makes presentations to executive management and the Board regarding space planning issues; develops procedures and requirements for Facilities	15%



		department programs; solves non-routine issues, and makes recommendations to management	
3	S	Facilitates meetings and presents information by researching subjects, scheduling and hosting brainstorming meetings and building presentation boards.	15%

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 Business Administration, Public Administration, 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	A minimum of three (3) years of experience in real estate property management, space planning and/or project management.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
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	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE

- Methods and techniques of space utilization.
- Methods and techniques of preparing complex reports and correspondence.
- Principles and practices of property management and space planning.
- Market conditions for the lease and sale of property.
- Principles and practices of project management.
- Mathematics principles and concepts.
- Methods and techniques of conducting market research and benchmark analyses.
- English usage, grammar, and spelling.

SKILLS

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

ABILITIES

- Learn District policies and procedures.
- Read and interpret surveys, maps, engineering drawings, and building plans.
- Compose and prepare complex written materials in a logical, comprehensive and concise manner.
- Effectively oversee property management and lease functions.
- Use initiative and sound judgment in making complex decisions.
- Communicate clearly and concisely, orally and in writing.
- Analyze space planning requirements and implement plans to accommodate changes.
- Learn applicable building codes, ADA, UBC, UFC and other related regulations.
- Effectively handle conflict management issues.
- Handle staff, colleagues, constituents, and members of the public with courtesy, diplomacy and tact.
- Work effectively in a team environment, and possess excellent communication, team-building and analytical skills.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Vehicles, Palm, PM View, Novell Groupwise, SAP, 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	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety Vest, Hard Hat

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	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
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)	N

(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.