

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES MANAGER

Spec No. 1103

BASIC FUNCTION

The primary duties are to develop, coordinate, supervise, and manage the planning, construction, and maintenance staff, programs, and operations within Facilities Management Department.

STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of appropriate work.

1. Plan, organize, coordinate and direct staff, programs, and operations related to the planning and construction of facilities, to include planning and design, contract management, construction of new facilities, and facilities maintenance.
2. Supervise, direct and evaluate the work of subordinate employees; evaluate the work of subordinates; select, hire, train, coach, motivate, develop, discipline, and make recommendations on termination and transfer of assigned staff as necessary.
3. Prepare, submit, and present annual divisional budgets and departmental capital improvement plan; prepare and/or supervise the preparation of departmental programs plans, goals and objectives, and funding requests in compliance with the departmental budget.
4. Develop, recommend, and implement an ongoing comprehensive maintenance and repair program, including preventative maintenance; determine and respond to interdepartmental construction and maintenance requirements; forecast equipment, material and staffing requirements for all plans and programs; establish program priorities; develop, submit and guide budgeting; identify and investigate cost overruns and irregular costs; review and analyze operational policies; initiate methods to reduce costs and promote efficiency.
5. Plan, schedule, and coordinate the construction, alteration, maintenance and repair of main campus and outlying facilities, grounds, equipment; prepare/approve plans and specifications for construction, remodeling and repair projects; supervise and coordinate work performed by outside contractors.
6. Coordinate department technical operations with other county departments, outside agencies, and advisory boards, confer with and advise director and managers on various issues and problems concerning facilities and the department.
7. Assist with the preparation and/or supervision of the county's facilities and related policies, rules, and regulations for the Director and County Executive and adoption by the County Council as appropriate.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Establish and maintain communication with client departments focusing on Facilities Management needs and represent department before various professional committees, public meetings, boards, or councils to provide information regarding department activities or projects.
9. Serve on a variety of teams, committees, and tasks forces as needed.

STATEMENT OF OTHER JOB DUTIES

10. May serve in the absence of the department director.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in business administration, public administration, facilities management, or construction management or a related field and four (4) years experience as a facilities operations manager or supervisor; OR an equivalent combination of training and/or experience that provides the required knowledge and skill. Must pass job related tests.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License.

Valid First Aid and CPR card.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of quality management, project management, team coaching, customer service and program planning
- federal, state, and local regulations for operation of public facilities
- computer operations with competency in word processing and spreadsheet applications
- planned maintenance and preventive maintenance programs
- government financial management and budgeting principals
- first aid methods and procedures
- safety program management

Ability to:

- establish and maintain effective working relationships within the members of the work group with peers, superiors and the general public

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KNOWLEDGE AND ABILITIES (Continued)

- develop a positive team attitude with the management group, department, and the county
- develop and implement a total quality facilities operation
- prepare program plans, budgets, presentations, and reports
- mediation, negotiation, and conflict resolution
- read, interpret, and apply technical material (state law, county code, building codes, Environmental Protection Agency (EPA), Department of Ecology (DOE), Puget Sound Air Pollution Control Agency (PSAPCA), etc.)
- prepare, read, interpret, and work from drawings, plans and specifications
- evaluate equipment acquisitions and in-house contract project maintenance
- communicate effectively in writing and verbally

SUPERVISION

The employee reports to and receives supervision from the Director of Facility Management. The employee is expected to work independently with a broad range of latitude. The Facility Management Director provides critical feedback, reviews work in progress, and performs yearly evaluations of the work performed.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent trips for the purpose of attending meetings, hearings, seminars and other activities. 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: December 1997
Previous Spec No. 340308
EEO Category: 1 - Officials and Administrators
Pay Grade: 111 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous