

EAST BAY REGIONAL PARK DISTRICT

FACILITIES MANAGER

GENERAL FUNCTION

Under direction, serves as the manager responsible for all facility management tasks for the administrative headquarters, and centralized service functions for mail, duplication, switchboard/reception, Central Stores, custodial and maintenance responsibilities.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

Facility Functions

Responsible for the administrative headquarters building which includes the building operation, landscaped grounds, parking areas, and various physical systems such as HVAC (heating/ventilation/air conditioning), plumbing, electrical, elevator, telephone and security system.

Centralized Service Functions

Responsible for daily staffing for: the mail sorting and delivery system, the lobby switchboard/reception function, Central Stores and the centralized copy/duplication facility. Responsible for inventory of office supplies, offsite storage management, office equipment purchase or replacement, recycling, pool vehicles, custodial and maintenance services.

With respect to all of the above, sets schedules and priorities in accordance with the department's mission statement and the District's strategic planning and objectives; monitors expenditures for appropriateness and for conformance with budgetary allowances; identifies efficiencies, budgets and sets work plans accordingly. Supervises subordinate staff to include selection, training, monitoring, evaluating and otherwise providing direction in support of these functions.

OTHER FUNCTIONS & DUTIES

Other functions and duties related to this position may include: overseeing contractors and vendors; performing related administrative duties and special projects as assigned.

MINIMUM QUALIFICATIONS

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| <u>Education</u> | Bachelor's degree from an accredited college or university with major work in Business Administration, Public Administration, Facilities Management, or a related field; <u>and</u> |
| <u>Experience</u> | At least four years of recent successful, administrative experience in areas relating to the job functions, including at least two years in a supervisory position. |
| <u>License</u> | A valid California driver's license is a condition of initial and continued employment in this classification. |

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices and methods of supervision. General knowledge of building systems. Working knowledge of budgets. Familiarity with emergency action plans and OSHA regulations. Strong analytical and problem solving skills. Ability to deal with and manage emergency situations. Ability to effectively communicate orally and in writing; prepare clear, concise and complete reports; and the ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

REPORTS TO: AGM, Management Services.

SUPERVISES: Support staff and contractors.

Employment Category: Management, Range MG03
Replaces Administrative Associate
Revision Adopted by Board and Approved by GM: 2/15/2000, Resolution No. 2000-2-29
Salary Revision Adopted By Board March 1, 2005, Resolution No. 2005-3-32