

FACILITIES MANAGEMENT SPECIALIST

DEFINITION

Under direction, performs a variety of facilities management, space management, and maintenance oversight functions; performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey-level class, and incumbents are fully competent to perform the full range of facilities management, space management, and maintenance oversight activities. Responsibilities may include overseeing facility maintenance, managing space assignments, planning and directing moves, planning and design of workstations, outlining project studies, and the management and maintenance of a telephone system. Incumbents may be responsible for small, discrete projects or an element or sub-element of a large project.

EXAMPLES OF DUTIES (*illustrative only*)

- Acts as liaison between Judicial Council management and various state agencies, building owners, and local building management on facility space and maintenance issues.
- Recommends appropriate facilities expansion or consolidation strategies
- Develops maintenance programs for judicial facilities.
- Oversees day-to-day maintenance of judicial space by Building Management.
- Confers with Building Management and clients to identify and correct facility problems.
- Assists with the layout and design of interior space for new office build outs and renovation of existing space to comply with functional requirements of the organization.
- Coordinates moves and relocation of staff, including site readiness.
- Resolves move issues.
- Maintains database of office and workstation assignments.
- Oversees small building alteration, repair, and maintenance projects to ensure that work is done correctly, within budget, and on schedule.
- Manages systems furniture inventory and minor changes or reconfigurations within established guidelines. Works with Facilities Unit's Facilities Planners for major reconfigurations or additions.
- Manages inventory of conventional office furniture.
- Manages and maintains a PBX telephone system.
- Ensures monthly phone usage reports are accurate and prepares ad hoc reports for management as requested.

- Oversees energy management; coordinates with building management and makes recommendations to Judicial Council Directors on measures that would reduce the agency's energy consumption.
- Manages project budgets and control costs.
- Assists in selecting and overseeing contractors and consultants.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of facility maintenance management.
- Principles and techniques of project management, including schedule management and analysis.
- Principles and practices of telecommunication operations and maintenance management.
- Principles and practices of space analysis and planning.
- Principles and practices of contract management.
- Cost management and cost-effectiveness.
- Building trades.
- Principles and practices of energy management.
- The design, layout, and assembly of systems furniture.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, databases, project management, and computer-aided design.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, manage, and execute multiple projects.
- Analyze existing space needs for reconfiguration to meet needs.
- Manage and monitor contractor's work, costs, and progress.
- Plan, oversee and evaluate the work of contractors, subcontractors, and others.
- Analyze and monitor project budgets and implement cost controls.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, databases, project management, and computer-aided drawing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of an associate's degree, preferably with major course work in engineering, architecture, interior design, planning, industrial engineering, or drafting (computer-aided drawing) and three years of experience in managing facilities or facilities projects, or planning, organizing, and coordinating telecommunication activities.

Additional directly related experience may be substituted for the education on a year-for-year basis.