

Facilities Management Administrator

JOB FAMILY DEFINITION

This classification falls within the Facilities Operations Job Family encompassing a range of work in which incumbents are responsible for comprehensive building management services including security, maintenance, repair, and renovation of building structures, systems and grounds. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for planning, coordinating, scheduling and inspecting building and building systems maintenance, repair, and renovation activities for an assigned group of facilities. The Facilities Management Administrator provides oversight and direction to contract service providers and ensures contract compliance.

DISTINGUISHING CHARACTERISTICS

The Facilities Management Administrator is distinguished from the Facilities Operations Supervisor in that the latter supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and has responsibility for ensuring the overall functionality and operability of the statewide facilities operations and maintenance programs.

Work performed by the Facilities Management Administrator requires the consistent exercise of discretion and judgment to administer contracts, manage projects, and survey, analyze, and interpret maintenance data.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Ensures continuous and uninterrupted operations of assigned facilities.
- Coordinates the first response to facility emergencies; facilitates emergency responses for maintenance issues.
- Evaluates facility conditions and makes recommendations for maintenance or modifications.
- Prioritizes and administers the day-to-day operations of facilities management contract services including, but not limited to, monitoring contracted services expenses, ensuring adherence to quality assurance standards, and service level compliance.
- Performs site inspections in response to customer concerns, to identify needed repairs or modifications, and/or to ensure contractor compliance with quality assurance standards and/or construction/repair project specifications; makes recommendations for improvement and follows up to ensure recommendations are implemented.
- Participates in procurement and bid process for contracted maintenance, equipment purchases, and/or repair services including, but not limited to, assisting with specification preparation, evaluating bid responses, and selecting vendors/contractors.
- Manages maintenance and renovation projects and/or liaisons with other divisions overseeing assigned projects.
- Prepares status reports, maintains records, and updates facilities information systems; ensures accuracy of data in facilities information systems.

- Serves as liaison with local court management and judicial officers, ensuring that maintenance and repair work meet customer expectations and needs; identifies needs and coordinates with appropriate staff and/or contractors to address or provide a response to the customer.
- Participates in the development and maintenance of project budgets; reviews and approves expenditures for repair, modification, and renovation projects.
- May provide training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff, as assigned
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific facilities operations tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and two (2) years of building structure/systems management, facilities maintenance, project management and budgeting/cost analysis experience. *An additional four years of professional experience in the assigned function as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Two years as an Associate Facilities Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Facilities Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- Valid driver’s license.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Building, HVAC, and safety systems and their functionality;
- Basic engineering construction principles, methods, practices, and techniques;
- Architectural plans, engineering diagrams and reports;
- Project management methods, practices, and techniques;
- Quality assurance practices and methods;
- Modern procurement;
- Principles and processes of contract administration;
- Mathematical concepts;
- Safe work practices and methods;
- Customer service principles;
- Applicable work rules and policies; and

- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Basic proficiency in reading construction and engineering plans and drawings;
- Performing inspections for quality assurance;
- Collecting, reporting, and maintaining data and recordkeeping;
- Monitoring project schedules, status, and compliance;
- Coordinating project management, organization, and logistics;
- Developing and maintaining budgets and expenditures;
- Coordinating procurement processes;
- Coordinating deadlines and prioritizing competing demands;
- Performing mathematical calculations;
- Applying safe work practices;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted workspaces, loud noise and external heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent statewide travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*