



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

FACILITY OPERATIONS TEAM MANAGER

Group-Section: Real Property Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: TM019
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JOB SUMMARY

Responsible for managing and supervising the operation, maintenance and repair of Metropolitan buildings and residential structures in a safe and efficient manner. Areas of responsibility include fire and life safety system; energy conservation initiatives, heating and air conditioning; building plant equipment; lighting and electrical systems; general repairs; construction projects; data center; office space planning, relocation activities, and modular furniture procurement; landscaping, and the administration of related service contracts.

OVERSIGHT

Supervision Received: Receives direction from the Unit, Section, Assistant Group, or Group Manager.

Supervision Given: Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

JOB DUTIES

1. Manages operations, preventive maintenance and repairs for the Metropolitan buildings and residential structures including heating, ventilation, air conditioning, electrical, mechanical, plumbing, lighting, fire systems and alarms and the installation of replacement or additional equipment.
2. Manages general building repairs and maintenance including repairing walls, painting, and other building repair work; responds to occupant requests for service including lighting, flooring, plumbing, electrical, room temperature, odors, safety issues, and overall building environment; oversees the development, of multi-year preventative maintenance plans; manages various construction and renovation projects for Metropolitan buildings and residential structures.
3. Administers various service contracts in support of Metropolitan buildings and residential structures such as landscaping, general maintenance services, solar generating systems, building automation systems, waste management and fire and life safety systems. This includes participating in specification development, proposal evaluation, contract negotiation, and contract compliance.
4. Manages space design, planning, relocation of employees and equipment, and procurement of modular furniture for Metropolitan. Responsible for efficient space utilization of Metropolitan buildings and residential structures.
5. Conducts periodic assessments of facility operations and makes recommendations to improve cost efficiency and effectiveness.
6. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; reviews work; and assesses employees' competencies and develops training plans.

7. Develops team goals, long and intermediate term strategies, priorities, and all reengineering efforts; develops a business plan that ensures the accomplishment of the team goals; tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; reviews and approves time, reimbursement requests, and purchases, directs the preparation of project reports, and makes presentations for management, committees, or other parties.
8. Develops team operating methods and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures.
9. Performs other duties as required.

Headquarters

1. Acts as the Assistant Incident Commander of the Emergency Response Program at Metropolitan's Headquarters facility; responds to building emergencies; coordinates the emergency response efforts and trains staff; develops disaster response procedures; monitors, tests, and maintains the fire life safety systems; and directs emergency response efforts in the absence of the Incident Commander.
2. Acts as Fire Safety Director at Metropolitan's Headquarters facility during an emergency. Facilitates inspections and ensures compliance with local, state and federal building codes, Americans with Disabilities Act of 1990, and fire codes.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Building plant equipment including heating, ventilation, and air conditioning; life safety systems; general construction practices; federal, state and city, fire and building codes and regulations; building management practices; preventative maintenance programs; management and supervisory concepts and techniques; budgetary practices, concepts, and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; trends and emerging technologies of facility management and building safety and security; and customer relationship management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of team members; encourage and facilitate cooperation; mentor, develop, and motivate staff; develop team goals and priorities; exercise judgment and discretion; provide strong customer service; effectively analyze issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, consultants, contractors, vendors, and other public agencies; and use standard business applications.

Job Title: Facility Operations Team Manager

Job Code: TM019

Adopted: 05/26/05

Revised: 02/28/18

Supersedes: 02/14/17

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CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

- Facility Management Certification

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

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