

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Manager, Facilities
Job Code: 8070
Pay Grade: 71
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Coordinates and oversees the operation, maintenance and security of the County-owned Superior Court building and Adult Probation satellite offices. Serves as the liaison to Pima County Facilities Management. Authorizes facilities improvements as approved by the Court Administrator and/or the Presiding Judge and in coordination with Pima County Facilities Management.

ESSENTIAL FUNCTIONS:

- Coordinates and oversees Superior Court building maintenance and repair, including all janitorial service, plumbing, electrical, paint, carpeting, furniture, equipment, elevators, construction, space utilization, and workspace design.
- Supervises and directs the work of the Supervisor, Security and the facilities staff.
- Monitors and maintains the emergency and disaster plan and documentation and recommends revisions and improvements as appropriate.
- Facilitates and coordinates emergency protocol with county security, law enforcement and the fire department.
- Oversees the activities of vendors, contractors and consultants engaged in the design, development, construction, maintenance and security of court facilities.
- Coordinates work orders, inspects work quality and efficiency of service providers, meets with contractors on compliance issues, and recommends appropriate corrective actions, generating change orders and other contract amendments as required.
- Develops and delivers defensive driving and van dynamics training to court employees as mandated by state risk management.
- Develops the annual department budget and projects costs of maintenance and security of court facilities.
- Develops facilities management bid specifications for contract terms and conditions and advises other court departments and divisions in this area.
- Coordinates and tracks the use of county bond money for facilities construction.
- Serves as the coordinator for American with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA) and risk management. Makes ergonomic workspace evaluations, recommendations, and accommodations.
- Ensures public access to Superior Court and other court facilities is in compliance with state and federal laws and regulations.
- Prepares and writes standard and adhoc reports concerning various aspects of the facilities management and security functions and activities.
- Develops and conducts training sessions for employees regarding applicable safety and emergency policies and procedures.
- Oversees the operations of the supply room, including the purchase and distribution of office supplies.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Coordinates with other court departments and divisions on related projects, such as office moves, conference room arrangements for special events and training programs.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of facilities management practices, building construction, contractual agreements, bid process and maintenance of medium to large facilities.
- Must have knowledge of occupational safety, security/custody procedures, loss prevention, OSHA regulations, and provisions of ADA.
- Must have knowledge of interviewing techniques, project and personnel management including employee goal setting and performance appraisals.
- Must have knowledge of desktop computers and software associated with word processing, database management, email communications, and methods for automated and manual record keeping.
- Must have skills in financial project management, evaluating the work of contractors, and investigating and analyzing industrial accidents and their causes.
- Must have ability to communicate effectively with a wide variety of employees including judges, judicial staff, court administration, county departments, vendors, and the public.

MINIMUM REQUIREMENTS:

A Bachelor's degree field from an accredited college or university with a major in a related field and five years of experience in building management construction, maintenance or operation, with two years of supervisory work experience. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Court Administrator. The incumbent performs duties under limited supervision and has supervisory responsibilities for the facilities and security staff.

Date: 01/03/88
Revised: 01/26/05