



## General Services Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
085	Exempt	2 - Professionals	Unrepresented	10	2-13-13	13-011

**DEFINITION:** Under general direction; plans, coordinates, and manages the preventive maintenance, renovation, repair, and office allocation for the District’s General Office; and provides property management services to additional District owned properties.

**REPORTS TO:** The Chief Financial Officer, or designee

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to :

- Manages preventative and general maintenance, and renovation projects for the District's General Office building, parking, and grounds.
- Acts as property manager for additional District owned real estate or facilities; as assigned.
- Manages the use and assignment of offices, work spaces, and common areas in the General Office; and the assignment of parking.
- Assigns and evaluates work, and supervises the activities of assigned maintenance staff of the General Office, including Facilities Maintenance Mechanics, and Janitors.
- Develops, negotiates, and coordinates consultant contracts related to maintenance activities for the General Office; and monitor’s consultant activities, including the progress of building and remodeling projects.
- Conducts frequent inspections of the General Office, and oversees inspections by regulatory agencies.
- Makes recommendations regarding major and minor renovations and repair of the General Office based on the analysis of facility inspections and investigations.
- Develops, manages, and monitors the budget for General Office maintenance and repair.
- Reviews applications, Requests for Proposal, plans, and permits from public utilities, and construction contractors.
- Manages General Office services, as developed by the District, and as assigned.
- Manages the tracking, assignment, and maintenance of District owned vehicles assigned to the General Office.
- Acts as back-up to the Protective Services Manager regarding the security of the General Office, parking, and grounds.
- Makes presentations to the Board of Directors, and Executive Staff.
- Performs related duties as required.

This **Class Specification** is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.



## General Services Manager

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles and practices of building and property management, construction, facilities maintenance, and surplus property disposal; pertinent state and local regulations; Requests for Proposal, contracts, and related documents; building codes; English usage, spelling, grammar, and punctuation; and current computer software programs for word processing, spreadsheets, database, and presentation at the intermediate level of proficiency.

**Ability to:** Manage the allocation, preventive maintenance and repair of a large office facility, parking, grounds and motor-pool; perform financial analyses and cost-benefits analyses to protect District assets and realize maximum return on investment; supervise, motivate, assign and review the work of assigned internal staff as well as assigned external contractors and vendors; quickly learn and properly apply pertinent sections of applicable union collective bargaining agreements; read and interpret maps, engineering drawings, and plans; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies; prepare clear and concise reports, contracts, and written correspondence; work cooperatively with other departments, and outside agencies and businesses; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, governmental agencies, and District staff on property management and maintenance issues; make presentations and explain technical considerations, procedures, codes and statutes to diverse audiences; quickly learn and effectively use new software programs as adopted by the District; maintain a wide variety of records and documentation; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education:** Equivalent to completion of a Bachelor's degree, with major coursework in property management, Industrial Technology, business administration, public administration, or a closely related field.

**Experience:** A minimum of five (5) years of recent and verifiable experience in property and facilities management and maintenance. Additional experience above the minimum may be considered as a substitution for the required education, on a year-for-year basis.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; maintain mobility in order to travel to and within District properties; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

**Special Requirements:** Must possess, or obtain and maintain a California Class C Driver License, and meet the District's safe driving standards.

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