



## Job Description

22<sup>nd</sup> District Agricultural Association

<b>Classification Title/Code:</b> Maintenance and Operations Supervisor II, District Fairs (6757)	<b>Department:</b> Facilities	
<b>Working Title:</b> Facilities Manager	<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time
<b>Reports to:</b> Facilities Director (Staff Services Manager II, Managerial – 4969)	<b>CBID:</b> S12	<b>FLSA Status:</b> Non-Exempt
	<b>Supervision Exercised:</b> Yes (10-27) <ul style="list-style-type: none"> <li>• Maintenance Worker (8)</li> <li>• Service Assistant-Maintenance (7)</li> <li>• Electrician II (1)</li> <li>• Plumber I (2)</li> <li>• Heavy Equipment Mechanic (1)</li> <li>• Tractor Operator-Laborer (1)</li> <li>• Maintenance Mechanic (2)</li> <li>• Custodian I (4)</li> <li>• Warehouse Worker (1)</li> </ul>	
<b>Name:</b> Vacant	<b>Effective Date:</b>	

*The statements contained in this job description reflect the general details as necessary to describe the principal functions of this job. This job description should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or otherwise to balance the work load.*

### Position Description

Under the general direction of the Facilities Director (Staff Services Manager II, Managerial), the duties of the Facilities Manager include, but are not limited to, planning, organizing, and directing the work of trades staff, maintenance staff, and administrative staff including civil service, volunteers, temporary and/or seasonal staff to maintain and improve the 324-acres of infrastructure, landscape, and facilities of the 22<sup>nd</sup> District Agricultural Association (District). This position is responsible for a broad range of management responsibilities including, but not limited to providing a wide variety of services such as facilities planning and management, maintenance and repairs, skilled trades, and janitorial services to ensure facility safety and regulatory compliance, and excellent customer service.

### Essential Job Functions

*Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, providing that doing so does not impose an undue hardship.*

#### 40% Facility Operations Management

- Assists the Facilities Director with the development, management, and implementation of the department's annual operating budget; monitors and maintains budget by utilizing monthly reports and data to ensure spending limits are adhered to and within budget.
- Coordinates, executes, and oversees contractual services related to the Facilities Department to ensure compliance and that quality services are provided.
- Serves as one of the subject matter experts on matters related to District's facility operations and advises senior leadership of challenges so that consistent and appropriate services are available and delivered.
- Manages the activities of the facilities staff responsible for event management, maintenance and repairs, and skilled trades.
- Works with supervisors to ensure adequate resources are available and assigned to guarantee successful execution of events.
- Gives guidance to the Administrative Assistant responsible for material and supplies acquisition, contracts for services, and office management.
- Ensures that purchases of goods and services are completed according to State and District guidelines.
- Prepares operating schedules and correspondence that are clear, concise, and error-free.

- Ensures that required staff levels are provided to successfully maintain facilities and support events and activities, such as the San Diego County Fair, by utilizing historical trends, proper planning, and communication.
- Provides exemplary service and maintains constructive relationships with other departments to ensure high quality customer service goals are consistently met or exceeded.
- Uses good judgement and a high degree of tact in effectively dealing with staff, the public, vendors, contractors, and all users of District facilities; works professionally and communicates with courtesy, respect, and diplomacy.
- Demonstrates flexibility and adaptability in response to work priority changes.

## **25% Team Development and Leadership**

- Demonstrates strong and effective leadership to develop and retain highly competent, service-oriented staff through selection, coaching, and day-to-day management practices that supports District's mission, vision, purpose, values, goals, objectives, and service expectations.
- Provides guidance to all assigned staff by establishing, monitoring, and enforcing policies and procedures, budget implementations, and coordination of inter-departmental planning.
- Manages and oversees the work plan for assigned staff, assigns work activities and projects based on functional areas involved, workload levels, individual expertise, and skills; reviews and evaluates work products, methods, and procedures, and meets with staff to identify and resolve problems.
- Establishes and maintains effective relations, exhibits tact and considerations, and works actively to resolve conflicts to create positive relationships that promote success and a mutually respectful environment.
- Balances team and individual responsibilities, exhibits objectivity and openness, contributes to building positive teamwork, and builds morale and team commitments to goals and objectives.
- Leads by example, participates in programs and activities that promote workplace diversity and success, and recognizes the efforts and accomplishments of assigned staff to create a positive work environment.
- Provides timely and effective performance feedback and coaching to assigned staff noting exceptional performance as well as areas of development and training needs through regular communications to improve efficiency and effectiveness.
- Hires and carries out managerial responsibilities to promote Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices and policies to maintain a work environment that is free of discrimination, harassment, retaliation, and unprofessional conduct utilizing knowledge of laws, rules, regulations, policies, procedures, training, and communication skills.
- Administers provisions of collective bargaining agreements to ensure compliance in the course of managing represented employees.

## **15% Project Management and Coordination**

- Manages, coordinates, and oversees maintenance projects, as assigned by the Facilities Director.
- Assists Facilities Director in recommending facility enhancements and/or renovations for consideration in the capital improvement budget.
- Maintains project priorities schedule for facility projects to ensure that all projects are completed efficiently and within regulatory guidelines and projected deadlines.
- Works and assists architects, engineers, and inspectors and oversees and inspects all contract work to ascertain that it meets the term of contract agreements.
- Monitors the progress of projects and intervenes at an early stage to ensure deliverables meet agreed-upon quality and timeframes and adjusts as needed.
- Ensures the facility meets environmental, health and security standards, and complies with government regulations.

## **15% Facility Safety and Regulatory Compliance**

- Ensures regulatory compliance with all laws, rules, regulations, government codes, and all policies and procedures that apply to facility safety.
- Identifies, implements, and maintains operational practices, procedures, and policies to reduce safety risks and sustain the highest standards of program services.
- Administers departmental policies and procedures by exercising discretion for the enforcement of fire and life safety codes to ensure the protection of staff, visitors, and the facility.
- Works cooperatively and collaboratively with various governmental agencies to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, and responsibilities.

## **Marginal Job Functions**

### **5% Other Related Responsibilities**

- Works with local communities and governing bodies to develop and maintain good working relationships.
- Completes various special projects as assigned in a timely and efficient manner.
- Responds to emergency situations during and after standard hours of operations in order to resolve urgent issues.
- Performs other duties as directed, requested or assigned.

## **Working Conditions and Physical Requirements**

*Employee must be able to perform the following requirements with or without reasonable accommodations.*

*Consideration of reasonable accommodation for qualified individuals with disability may be made, providing that doing so does not impose an undue hardship.*

Work environment is primarily performed in a standard office with artificial light and climate control. Essential job functions require sufficient physical ability and mobility to work in an office setting and throughout the facility; to sit for prolonged periods of time; and to frequently walk including walking on uneven ground. Work activities involve to occasionally bend neck in an upward and downward flexion and side-to-side turning of neck; to reach above, at, and below shoulder height; to lift, carry, push, and pull average-weight maintenance equipment and tools up to 50 pounds; and to operate standard office equipment and maintenance equipment requiring repetitive hand movement and fine finger dexterity and fine coordination including the use of a computer keyboard, mouse, calculator, telephone, and radio. Essential duties require the abilities to verbally communicate and to hear to express and exchange information; to see to perform assigned tasks; to hear, see, and smell to detect and monitor facility and maintenance operations; to use hand signals; to read, write, and speak English at a level required for successful job performance; and to work in a high pressure, fast-paced environment, under time critical demand, and to sustain periods of mental activity. Work environment may involve some exposure to hazards, dangerous environment, or physical risk that require following safety precautions.

## **Attendance, Conduct, And Performance Expectations**

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the 22<sup>nd</sup> DAA's sole discretion; work cooperatively with team members and others and meet performance expectations to enable the 22<sup>nd</sup> DAA to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to 22<sup>nd</sup> DAA policies and procedures regarding attendance, leave, and conduct. Also, must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs; including being able to handle unexpected issues and situations 24/7.

Duties of this position are subject to change and may be revised as needed or required.