

**Alaska Court System  
Class Specification**

ASSISTANT FACILITIES MANAGER

Range: 22

SOC: 11-9199

EEO4: 02

Class Code: C0140

**Definition:**

The Assistant Facilities Manager is a single position job class responsible for assisting in developing, directing, coordinating, and expediting the planning, design, construction, renovation, and maintenance functions or activities for management of facilities.

**Distinguishing Characteristics:**

This is a professional, technical, and supervisory position, requiring knowledge in the fields of engineering, construction, and/or architecture, and in the supervision of employees. The incumbent must have experience with procurement and preferably have experience with tenant management and leasing activity. The position requires multi-trade field inspection work and includes coordination and tracking of ongoing and preventative maintenance, housekeeping, and operation of building systems. The Assistant Facilities Manager assists with negotiation and coordination of leasing and service contract issues. Additionally, the incumbent is engaged in management and oversight of design and construction work that included the following: administering of the consultant team selection process; supervision of invitations to bid and bids; subsequent coordination with the team and the contractor to negotiate differences; coordinating actions and making decisions regarding quality, timeliness, and cost considerations; project costing; and schedule reviewing.

Supervision Received: The incumbent works under the general direction of the Facilities Manager.

Supervision Exercised: The incumbent may supervise one or more clerical and/or technical support personnel.

**Examples of Duties:**

Analyze and develop facility requirements for new construction, renovation, or maintenance projects. Determine project feasibility and scope, prepare cost estimates, and recommend alternatives and priorities.

Assist in development, priority setting, presentation, and financial management of the capital budget as it pertains to facilities.

Solicit, negotiate, and oversee requests for proposals and competitive bids for professional services and construction contracts. Participate in the preparation, review, selection, and award of bids.

Coordinate with staff, contractors, consultants, and regulatory agencies for timely review and approval of plans and drawings, assuring compliance with building codes, local, state, and federal laws and regulations, and policies, and procedures.

Serve as a project manager for planning, design, and construction contracts; define project goals and objectives; solicit input from user groups for space planning; coordinate design resolutions with architects; review and approve submitted plans; develop project budget and specifications against agency program requirements; and explore alternative construction methods, recommending functional improvement to designs and resolving conflicts or problems.

Administer contracts for new construction, remodel and leasehold; review work completed; review and track project budgets; process submittals, pay requests, and schedules; initiate and respond to contractor correspondence; negotiate cost changes with contractor; log, track progress, negotiate and coordinate resolution of RFIs; coordinate with users for move-in; close out contracts; authorize payment upon completion.

Inspect buildings for compliance with contract documents and applicable building costs; coordinate abatement contracts to minimize impact of hazardous substances at court facilities.

Assist in the inventory assessment and organization of the inventory of court system facilities including cost and repair options.

Perform warranty research and resolution; resolve user complaints; perform small procurements, including research and processing; arrange for repair of building systems and components.

Maintain project file and records, plans, specifications, O&Ms, and as-builts.

Administer leases, lease documents, and amendments; track renewals and lease extensions; update standard contracts, leases, letters, and forms for facility work; update utility cost tracking spreadsheets.

Develop project budget, manage Reimbursable Services Agreements for reoccurring maintenance and construction contracts; track leasehold projects requested by users and monitor costs; maintain financial controls, project accountability, and status.

Supervise clerical and/or technical support staff, including hiring, firing, disciplining, training, assigning and prioritizing work, and evaluating performance.

### **Knowledge, Skills, Abilities:**

The Assistant Facilities Manager requires knowledge of:

- The principles and techniques of contract administration, including organization, planning, budgeting, and reporting.
- The tools of project management such as methods development, project scheduling and cost analysis, procedural manuals, training materials, operating principles, practices.
- Current developments in architecture and engineering and the requirements associated with acceptable performance for facility operations service contracts.

- Project management techniques for successful negotiation, cost management, documentation, and inspection requirements.
- Principles, practices, and current developments in facility management, design, and construction, including maintenance and repair of buildings.
- Public and employee relations.
- Building plans, specifications, local, state, and federal building and safety codes, regulations, design and construction standards and basic engineering principles.
- Mathematics for procurement computations and cost analysis.

The Assistant Facilities Manager requires skill in order to:

- Manage multiple priorities and effective problem solving under ambiguous and dynamic conditions.
- Establish and maintain cooperative and effective relationships with a wide variety of government officials, contracting agencies, consultants, contractors, architects, and engineers.
- Exercise judgment to carry out tasks while paying attention to varying levels of detail and to analyze and evaluate complex issues and situations and make sound judgments, propose viable solutions and courses of action, and establish appropriate priorities.

The Assistant Facilities Manager requires the ability to:

- Set goals, monitor progress, and adjust resources to accomplish objectives.
- Analyze bids and proposals for meeting specific criteria, for cost efficiency, quality, economy, and other related aspects.
- Plan, organize, and manage technical facilities construction, maintenance, and repair projects.
- Evaluate and enforce compliance with schedules, specifications, safety regulation, and cost estimates in a tactful and courteous manner with contractors and others.
- Inspect buildings and other facilities, make recommendations, and write reports.
- Negotiate and draft a variety of contracts and agreements.
- Read and comprehend statutes, regulations, policy/procedure guides, manuals, and contracts, and to apply state procurement policies and regulations to diverse procurement problems.
- Recognize hazardous conditions.
- Effectively translate complex, technical issues to lay and program personnel.
- Write memoranda, specifications, and other documents in a clear, concise, and professional manner.
- Organize, evaluate, and present information effectively, orally and in writing.
- Organize and maintain records and documents related to the work.

### **Minimum Qualifications:**

A bachelor's degree from an accredited college with a major in engineering, architecture, facilities management, or a related field;

AND

Two years of professional experience in facility management or design or construction.

**Substitution:**

Ten years of experience in facility and project management.

**Preferred:**

PMI certification, experience with maintenance management programs, facility management programs, and computer-aided drafting software.

**Note:** This position is in the partially exempt service; the incumbent serves “at-will” to the hiring authority.

9/98 – Original

9/08 – Salary Range Change 20 to 22

10/13 – Revised formatting

04/14 – Revised, WPA