

**Alaska Court System
Class Specification**

ASSISTANT FACILITIES MANAGER

Range: 22

SOC: 11-3013

EEO4: 02

Class Code: C0140

Definition:

The Assistant Facilities Manager is a single-position job class responsible for assisting the Facilities Manager to develop, coordinate, and expedite the programming, design, construction, and maintenance activities for all state court facilities.

Distinguishing Characteristics:

This is a professional and technical position, requiring knowledge in the fields of engineering, construction, architecture, building codes, and project management. The incumbent must have experience with procurement, design development and review, and preferably facilities management. In addition to project management, this position requires multi-trade field inspection work, coordination and tracking of ongoing maintenance needs (both deferred and preventative), budget projection, and cost control. The incumbent must also have strong writing skills and be proficient in verbal and written contract negotiation.

Although the Facilities Department has other positions with different delegated responsibilities, a large portion of the duties of the Assistant Facilities Manager include assisting and supporting that staff as needed. A description of the assistance needed is noted below in "Examples of Duties."

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

Examples of Duties:

Travel as needed to project sites throughout Alaska for on-site inspections, assessments, research, As-Built review, and coordination of meetings with designers, contractors, and local court staff. Multi-day trips throughout Alaska may be required.

Serve as a Project Manager for the planning, design, and construction of large contracts as noted on the below phases:

- ✓ **Programming:** Define project goals and objectives; solicit input from user groups for space planning; develop project scope and program based on court system needs and budget constraints.
- ✓ **Design Phase:** Compile and issue RFPs for design team selection, negotiate design contract, coordinate design resolutions with users, designers, and code officials; review and approve submitted plans and specifications; develop project budget and specifications against program requirements; and explore alternative construction methods, recommend functional improvement to designs, review cost estimates and manage code review.
- ✓ **Bid Phase:** Issue RFPs or ITB and manage pre-bid, bid, and award of contract.
- ✓ **Contract Administration:** Coordinate with the design and construction team to obtain permits; review submittals, RFIs, RFPs, pay requests, change orders, and schedules; negotiate costs and scope changes, initiate and respond to contractor correspondence;

resolve conflicts or problems and make decisions regarding the quality, timeliness, and cost of the project; provide updates to court staff on project progress and issues.

- ✓ **Project Completion and Close-out:** Coordinate with contractors, court technicians, local staff, and furniture and equipment suppliers for move-in and occupancy. Manage a timely and thorough close-out of the project, including obtaining approved O&M Manuals, As-Built drawings, and warranties. Confirm final payment and certifications.

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, prioritization, presentation, and financial management of the capital budget as it pertains to facilities.

Solicit, negotiate, and oversee RFPs and ITBs on various small projects, remodels, leaseholds and various related procurements. Issue RFPs for term contracts of professional services. Manage these small projects similar to above Large Contracts in preparation, review, selection, negotiation and contract award phases.

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

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.

Develop project budget, manage Reimbursable Services Agreements (RSAs) with other State agencies for reoccurring maintenance and construction contracts; maintain financial controls, project accountability, and status.

Assist and Support other Facilities staff in the following areas:

- ✓ 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, Records of Procurement, Project O&Ms, and As-Built Plans and Specifications.
- ✓ 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.
- ✓ Negotiate and coordinate service and utility contracts for court facilities; and resolve issues regarding performance and contract conditions between contractors, user, and the public.
- ✓ Establish and track leasehold projects requested by users and monitor progress and costs;

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, best practices.
- ✓ Design management: a general understanding of the architecture and engineering fields, associated cost estimating, scheduling and design phases, design development documents and deliverables, and code review.
- ✓ Project management techniques for successful negotiation, cost management, documentation, and inspection requirements.
- ✓ General construction understanding, including principles, practices, and current developments in construction, including new construction, remodel construction, maintenance and repair of buildings.
- ✓ Building plans, specifications, local, state, and federal building and safety codes, regulations, design and construction standards and basic engineering principles.
- ✓ Mathematics for procurement computations, cost analysis, and square foot calculations.
- ✓ Proficient in the use of Outlook, MS Word, MS Excel, and Adobe Acrobat. General knowledge of drafting software such as AutoCAD and REVIT and of project scheduling software such as Timberline, Primavera or MS Project.

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, engineers, court staff and court users.
- ✓ 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.
- ✓ Communicate with drawings either by hand or electronically.

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 and take appropriate steps.
- ✓ 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.
- ✓ Participate in and lead meetings with other court divisions, state agencies, contractors and project teams.

Minimum Qualifications:

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

AND

Two years of professional experience in design and construction project management.

Substitution:

Ten years of professional experience in design, facility, and construction project management.

Preferred:

On-site construction experience in the trades, quality control, design construction administration, or project management.

Experience with facility management systems.

Experience with government procurement and contracting.

AIA certification.

PMI certification.

Quality control certification such as that issued by the Corps of Engineers.

CSI certification.

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

09/98 – Original

09/08 – Salary Range Change 20 to 22

10/13 – Revised formatting

04/14 – Revised, WPA

09/18 – SOC Code Change

01/19 – Revised