

**Alaska Court System
Class Specification**

FACILITIES MANAGER

Range: 24

EEO4: 01

SOC: 11-9021

Class Code: C3300

Definition:

Under administrative direction, the Facilities Manager is responsible for the coordination and management of facility maintenance and operations, new construction, security, and remodeling projects for the Alaska Court System. The project work involves project costing, administering the consultant/contractor selection process, and subsequent coordination of engineers, architects, consultants, and contractors to negotiate differences, coordinate actions, and make decisions regarding quality, timeliness, and cost considerations. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

The Facilities Manager is a single position job class with overall responsibility for the design, construction, remodeling, and maintenance of court facilities.

Supervision Exercised: The Facilities Manager exercises full supervisory authority and responsibility for assigned staff.

Distinguishing Characteristics: The Facilities Manager requires technical knowledge of engineering or architectural project disciplines such as civil, electrical, and mechanical; and management of major projects of large scope and considerable complexity such as projects of large dollar value, extensive staff commitments involving unique design problems, high public visibility and impact, and with many technical and non-technical activities to be coordinated. The level of coordination of these activities is of considerable intricacy.

Technical activities include environmental, materials, right-of-way, mechanical, electrical, structural, and civil engineering. Non-technical activities include contract administration, consultant coordination, financial management, project management, staff management, coordination with relevant internal departments such as fiscal operations, information services, security, and local court leadership, public involvement, and coordination with outside agencies on regulatory, client, and legal issues.

Examples of Duties:

Assure adequate court space is provided for all court locations, whether leased or state-owned facilities.

Manage court system construction and remodeling projects to include costing, administration of the consultant/contractor selection process, and negotiations regarding disputed issues.

Coordinate actions, submit reports, and make decisions regarding quality, timeliness, and cost.

Perform work associated with bidding and contracting leased facilities, and resolution of disputed issues with regard to janitorial services.

Direct or oversee the preparation of design plans and specifications.

Serve as consultant and make detailed analysis of proposed projects for economic and practical aspects; prepare specialized technical studies and investigations.

Perform difficult research work.

Use detailed knowledge of codes and regulations and planning design and construction standards.

Perform related duties as assigned.

Knowledge, Skills, Abilities:

The Facilities Manager requires advanced knowledge of:

- The principles and techniques of administrative management including organization, scheduling, planning, budgeting, and reporting.
- Project management, such as cost management, documentation, survey and inspection requirements, public relations, contractor relations and employee relations.
- Methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Principles, practices, and current developments in architecture and engineering.

The Facilities Manager requires skill in order to:

- Negotiate contracts.
- Manage multiple priorities and effectively problem solve 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.

The Facilities Manager requires the ability to:

- Analyze and appraise facts and precedents in making management decisions.
- Prepare complete plans, specifications, schedules and cost estimates.
- Set goals, monitor progress, and adjust resources to accomplish objectives.
- Establish and maintain effective working relationships with associates, contractors and consultants.

Minimum Qualifications:

A bachelor's degree from an accredited college with a major in facility management, public or business administration, planning, design, architecture, engineering, or a closely related field.

AND

Five years of professional experience in facility management, building design, planning, project or cost management, or construction management.

AND

At least three years of experience as a supervisor where staff development and team building was a focus of the position.

Substitution:

Graduate study in architecture, administration, planning or engineering may be substituted for up to one year of the required experience.

Preferred Qualifications:

Experience as a structural/mechanical engineer or architect.

Experience with facilities management systems.

Experience with government procurement and contracting.

American Institute of Architects (AIA) certification.

Project Management Institute (PMI) certification.

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

Construction Specifications Institute (CSI) certification.

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

07/87 – Established

04/90 – Revised

06/93 – Salary range change

11/00 – Salary range change

09/08 – WPA

03/14 – Revised

09/14 – Class code change

05/19 – Revised

03/21 – Revised MQs