



MARION COUNTY

Employment Opportunity

Facilities Program Manager

Recruitment #: 494-2025-2

Typical Work Schedule: Monday – Friday (weekends and evenings may be needed), days (some flexibility, as needed)

Information about Marion County: <http://www.co.marion.or.us/BS/HR/Documents/NeoGov/County%20Info.pdf>

Information about the department: <https://www.co.marion.or.us/BS/Pages/default.aspx>

Business Services provides internal services to county departments: facilities maintenance and operations, access management, liability and workers compensation insurance management, and employee safety.

THE POSITION

GENERAL STATEMENT OF DUTIES

Directs maintenance of the public's investment in Marion County facilities by managing, directing, and coordinating the activities of the facilities program of the county business services department. Activities include capital improvement projects, construction programs necessary for development of new facilities, and maintenance of existing facilities. Development of short- and long-range lease or owned plans for facilities use, facilitation of interdepartmental cooperation and support, and overall supervision of program personnel. This is a full-time, on-site position.

SUPERVISION RECEIVED

Works under the general supervision of the Business Services Director who outlines operating policy and reviews work for conformance to standards.

SUPERVISION EXERCISED

Exercises supervision over facilities administrative team, and supervisors of maintenance, custodial, and grounds; selects new personnel, provides for training, evaluates performance, responds to grievances, and recommends personnel actions.

MINIMUM REQUIREMENTS

EXPERIENCE AND TRAINING

1. Bachelor's degree in engineering, architecture, facilities management, or a related field; AND
2. Five years of increasingly responsible building operations, project management, and maintenance experience including two years of supervisory or management experience; OR
3. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and

Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.

- The finalist for this position will be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.
- 24-hour Response – must be available to perform response duties during an emergency.
- This assignment is not represented by a union.
- This is a full-time position, which is not eligible for overtime.
- Typical Work Schedule: Monday - Friday 8:00 a.m. - 5:00 p.m. some weekend and evening hours may be needed.

JOB DUTIES

SUPERVISION

- Exercise direct supervision of professional and technical level staff through subordinate maintenance, custodial, and grounds supervisors, and facility and construction employees.
- Provide leadership to promote a positive employee relations environment; manage program personnel through supervisors by providing training, counsel, and motivation; determine staffing requirements; interview, and hire new employees; and evaluate performance and implement corrective action.
- Assist in creating a positive and supportive work environment; enforce a safe workplace; establish a culture of teamwork and communication; create a workplace that promotes organizational values and actively promotes a respectful environment.
- Manage and coordinate program work activities through subordinate supervisors and staff; develop and monitor work plans to achieve the department and program mission and goals. Assign work activities and projects; monitor workflow and achievements; review and evaluate work products' methods and procedures; identify the need and develop work method improvements. Review activity reports and other performance data to measure productivity and goal achievement; and determine areas needing cost reduction and program improvement.

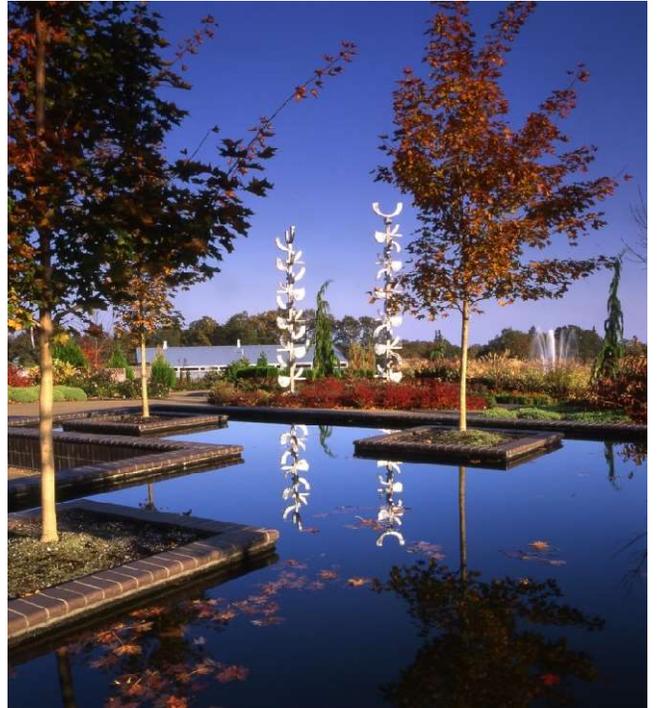
PROGRAM AND PROJECT OVERSIGHT

- Plan, manage, and organize the capital improvement program for county facilities. Collaborate with department head/designee and executive management to identify current and future construction, renovation and major repair needs, plan and budget for short- and long-term capital projects. Direct and manage the work of staff that manages the construction and renovation projects for county-owned and leased property. Direct the development and review of contract specifications for construction projects. Monitor the construction and renovation process to ensure projects follow best practice, adherence to budget and contracting processes; and manage project budgets and approve project payments.
- Manage tax exemption renewals and needed applications of owned and leased properties. Work closely with department liaisons, landlords, leasing agents, and building officials to establish cost effective and efficient leases.
- Prepare or direct the preparation of a wide variety of analyses, studies and reports related to the planning, construction, operation, and maintenance requirements of county-owned real property and develop work plans to meet those requirements. Prepare and maintain the five-year Capital Improvement Plan, according to County policy.

- Provide advice to county staff and executive managers on facilities management issues including the planning, design, construction, and major renovation of buildings and structures.
- Provide oversight for developing project specifications, managing the bidding process, evaluating bids, and ensuring compliance with Marion County Procurement Rules; provide supervision and guidance of staff who oversee and coordinate contractor work, and ensure quality control.
- Knowledge of building automation (IoT); assist staff with the plan and design initiatives to improve efficiencies in facility operations such as energy management, solar panels, electric charging stations, and efficient use of other natural resources.

ADMINISTRATION

- Oversee and update the Facilities Master Plan and Facility Condition Assessment for the County. Produce Facilities Program Annual Report for the department director and the Board of County Commissioners.
- Develop, establish, and update written policies and procedures that govern the work and compliance of the program, including federal, state, and local codes and legislative bills.
- Communicate daily, weekly, and monthly both verbally and in writing with department director, supervisors, facility teams, and other departments to inform and apprise of facility priority needs and or changes.
- Direct the development and administration of the program's budget; forecast the need for funding, staff, equipment, materials, and supplies based on facility programming and plans; administer approved budget by authorizing and monitoring expenditures to control the budget; evaluate budget and financial data to determine areas needing cost reduction and program improvement.
- Maintain fiscal responsibility and accountability for purchase orders, contracts, and projects, per county policy.



OTHER JOB DUTIES

- Effectively communicate and organize multiple assignments involving complex or competing priorities.
- Attend Board of Commissioner meetings, and other meetings as needed.
- Be available for on-call emergency response as needed and maintain a list of available 24/7 on-call staff.
- Access and interpret AutoCAD drawings, blueprints and schematics, input information as needed.
- Establish a good working relationship with internal and external customers and all departments. Responsible for ensuring customer satisfaction and quality service delivery.
- Other duties as assigned by the department director.

HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail HRRecruitment@co.marion.or.us

KNOWLEDGE, SKILLS, AND ABILITY

Extensive knowledge of principles, practices and methods of building operations including but not limited to custodial operations, mechanical, electrical and plumbing equipment, and materials used in the operation of large commercial or public buildings; heating plant and refrigeration operation and equipment; federal, state, and local construction codes; modern construction practices and procedures; familiarity with project planning, design, implementation, and phase tracking methods; familiarity with budget-to-actual financial reports; supervision methods for a variety of positions and skill levels.

Skills and abilities to interpret and implement countywide facilities improvement and maintenance plans consistent with goals established by the Board of Commissioners; interact with various county departments in accomplishing those goals; interact with various private contractors, landlords, leasing agents and building officials as necessary; motivate and monitor county staff members working to accomplish assigned tasks. Skilled in lease and construction contract negotiations.

Ability to plan, establish, and direct standards of performance for program employees; judge the value of new and obsolete equipment; analyze and interpret data; exercise good judgment in making finance-related decisions; act as the county liaison with private contractors; act as a construction and maintenance resource to all county departments; establish and maintain cooperative working relationships with vendors, customers and county employees; communicate effectively in both oral and written form which includes writing, reading, and accurately interpreting construction drawings and specifications; prepare clear and concise reports and recommendations; secure confidence and cooperation of officials and other staff.

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$44.32 to \$59.36 hourly with initial wages dependent upon the qualifications and experience of the candidate selected. This is not a union represented, exempt, full-time position, which is not eligible for overtime.

Benefits Include:

Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan
- ✓ Employee Assistance Program

Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution.
- ✓ 401K – Employer pays 2.5%.

Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 10 holidays
- ✓ 2 personal holidays

- ✓ Additional Voluntary Term Life Insurance- Employee-Paid
- ✓ Additional Short-Term Life Insurance – Employee-Paid

