

HOUSING AUTHORITY  
OF THE  
COUNTY OF CONTRA COSTA

Approved: 09/14/04

Reviewed: 00/00/00

Revised: 00/00/00

**DIRECTOR FACILITIES MANAGEMENT**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Plans and coordinates the Authority's maintenance programs, long-range maintenance plans, fleet management programs, and oversees the maintenance of facilities, grounds, and equipment of the Central Office. Serves as the technical staff assistant to and provides technical advice to the Deputy Executive Director for Housing Operations. Effectively directs and coordinates the implementation of Authority and Federal policy.

**DISTINGUISHING CHARACTERISTICS:**

This single position management classification is responsible for the planning and coordination of all programs related to the maintenance and repair of Authority owned facilities, grounds, and equipment, in accordance with Authority policy and HUD standards, as well as Authority fleet management programs. It differs from all other classifications in that it is solely responsible to the Deputy Executive Director for Housing Operations for the effective planning for and implementation of those standards.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general direction of the Deputy Executive Director for Housing Operations.

This classification provides direct supervision and general supervision and direction to the Maintenance Manager, Maintenance Supervisors, Purchasing Agent and other assigned maintenance and clerical personnel.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Supervise assigned maintenance, clerical and other personnel.
- Plan and coordinate the organization of the Authority's facilities, grounds and equipment maintenance programs, including the fleet management programs, the 5-Year Facility Master and Deferred Maintenance Plan.
- Develop and coordinate the implementation of the agency "Maintenance Master Plan" and coordinate facilities planning with local, state, and federal agencies.

- Oversee maintenance inventories. Verify and approve special-need facilities contracts related to maintenance. Negotiate maintenance contracts, and monitor and evaluate maintenance contractors.
- Assist the Development Department to prepare the Authority's capital needs-assessment and plans. Evaluate data and prepare recommendations regarding agency maintenance needs.
- Recommend maintenance and materials management economy measures consistent with agency objective.
- Prepare maintenance and materials budgets for inclusion in the Authority's overall operating budget.
- Verify and approve special-need facilities contracts related to maintenance.
- Supervise all agency fleet vehicle functions.
- Design, adopt, and coordinated the implementation of the agency-wide Preventive Maintenance Plan for large systems and site-based plans.
- Develop and implement resource management plans involving utilities and waste disposal (including coordination with local, state, and federal agencies, as necessary)
- Inspect and review schedules reports and requests to determine the need for buildings, grounds, and vehicular repair and maintenance work
- Develop plans, cost estimates, and specifications for the work to be done.
- Review cost estimates submitted by outside contractors.
- Schedule and monitor adherence to systematic programs of preventive maintenance.
- Analyze program effectiveness, and recommend program changes to the Deputy Executive Director for Housing Operations.
- Coordinate the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to assigned programs. Advise the Deputy Executive Director for Housing Operations, in a timely manner, on necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the Deputy Executive Director for Housing Operations regarding Authority effectiveness in implementation of its maintenance program and HUD standards, and other department-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on rehabilitation and other department programs. Suggest alternative courses of action, as applicable.
- Assist in the Deputy Executive Director for Housing Operations in the development of department policies and procedures implementing Federal, State, and local directives and statutes; and, as applicable, procedures for department activities and programs.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- May act as an Authority hearing officer.
- Perform related duties as assigned.

**REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Knowledge of – Property management and/or public housing principles and objectives. Principles of public organization, administration, and maintenance/facilities management. Laws and requirements governing facilities maintenance and public housing operation. Reporting requirements for federal housing programs. General concepts of administrative planning techniques and basic program management. Principles and practices of budget development, public financing, and administration. Principles and practices of inventory control, statistical and research, and cost analysis. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market. Operation and uses of personal computers.

Ability to – Plan and coordinate work in a manner conducive to full performance and high morale. Maintain confidentiality. Formulate policy and to plan and coordinate the work of others. Exercise independent judgment with compassion, good management sense and creativity. Implement effective facilities planning activities. Establish and maintain effective working relationships with all levels of Authority staff and the general public. Prepare clear, concise reports. Communicate complex ideas clearly and effectively both verbally and in writing. Speak effectively before groups. Investigate and analyze administrative problems and make recommendations. Prepare and work within established operating budgets. Operate a personal computer using various Windows–based applications programs.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority’s insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, work in both indoor and outdoor environments, climb stairs and ladders, bend, stoop, crawl, and walk over uneven ground. Possess the manual dexterity to operate keyboard equipment. A majority of work is conducted in an indoor office environment.

Other

- Provide an annual Statement of Economic Interest.
- Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a pre-employment physical examination.
- Bilingual fluency in English and Spanish or Vietnamese is desirable.
- Be bondable.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible demonstrated experience in facilities planning and maintenance management involving the supervision of widely dispersed staff, and involving work with contractors, and local, state or federal agencies. Work in property management, public housing, public administration, or facilities management, and implementation of federal, state, and local laws, regulations, and related directives is desirable.

Education – Possess a Bachelor’s Degree from an accredited college or university with a major in public administration, business administration, civil engineering, or a related field. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year-for-year basis, up to a maximum of three years. Possession of a Master’s Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience. There shall be no substitution for the supervisory experience.