



## Job Description **Facilities Manager**

### **Job Summary:**

The Facilities Manager oversees all building, marina, dock, roadway and grounds maintenance for the Harbor District. The Facilities Manager is responsible for ensuring that all facilities are safe, code compliant and fully operational. This individual is also responsible for the training and supervision of all Harbor District Maintenance personnel. Contractor supervision and third party vendor relationships are also the responsibility of the Facility Manager.

### **Leadership:**

The Facilities Manager has responsibility for all supervisory activities for Maintenance Department staff and serves as a member of the CEO's Key Management Team. This individual is responsible for developing and motivating the Maintenance Team to high levels of productivity and morale through guidance, mentoring and leadership example.

### **Level of Authority:**

The Facilities Manager manages job responsibilities independently with only general direction from the CEO. This individual ensures that applicable District policies and ordinances, local, regional and state laws and regulations are followed.

### **Job Duties:**

- Plan facility maintenance and operational programs
- Manage vendor contracts
- Monitor efficiency of facility systems
- Coordinate site safety programs
- Schedule monthly safety training
- Maintain a safe work environment for all employees
- Find solutions for all maintenance issues
- Coordinate Maintenance Team schedules
- Manage and supervise all facilities personnel
- Create daily, weekly, monthly and annual work goals and objectives for facilities staff
- Direct maintenance of grounds
- Negotiate bids, requests for proposals, and contracts with third party workers in compliance with state regulations
- Prepare operating budgets and monthly reports
- Prepare cost estimates for maintenance projects including associated equipment rental costs
- Ensure that all established Harbor policies and procedures are followed by staff
- Prepare and file reports with government and regulatory authorities including environmental permitting

**Facilities Manager Requirements and Qualifications:**

- Degree in Facilities Management from accredited University and two years work experience
- Certificate in Facilities Management with two years work experience including supervising maintenance team
- Five years of progressive responsibility in facilities management with evidences of increasing supervisory responsibilities
- Efficient at providing accurate cost projections
- Proficient with budgeting and preventing cost overruns
- Self-motivated and self-directed
- Accurate and precise attention to detail
- Ability to mentor, motivate and lead facilities team members
- Strong written and verbal communication skills
- Ability to physically stand, bend, squat and lift up to thirty pounds
- Demonstrable Computer skills with Microsoft Office Suite
- Must pass a drug screen and criminal background check
- Must have a valid California Drivers License or the ability to acquire a California Drivers License within thirty days of hire

**Additional Desired Qualifications;**

- California Contractors License and knowledge of contracting systems
- Three or more years of Harbor or Port maintenance experience
- Completed coursework in Marina Maintenance or Management from accredited school or industry association, like Association of Marina Industries (AMI) or an accredited Maritime Academy or College

**Working Conditions:**

Work is performed both indoors and outdoors, in all weather conditions. This position works on or near water, frequently on uneven, wet and/or slippery surfaces. The Facilities Manager will be required to wear protective and safety equipment as the situation requires. While performing the duties of the job, the employee may be required to travel to attend meetings and conferences.

**Work Status:**

- The Facilities Manager is a full-time exempt position
- Salary range for the position: \$4,425 - \$5,133 monthly
- Benefits include Employer paid health insurance for employee; paid holidays and time-off; Cal Ore Life Flight membership
- The Crescent City Harbor District is a participant in the California Public Employees Retirement System (CALPERS)

**Location:**

The Crescent City Harbor District is located in Del Norte County. With mountains and forests to the east and south, Del Norte County is home to the Redwood National and State Parks which is a UNESCO World Heritage Site. The western boundary of the county is the Pacific Ocean and the northern border is the State of Oregon. The county population is around 25,000 and with fewer than a dozen stoplights, you never have to worry about traffic jams, except on 4<sup>th</sup> of July weekend when thousands of visitors flock in to see the fireworks display.