

FACILITIES DIRECTOR

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and oversee the maintenance staff and maintenance operations of YCH owned and/or managed properties (public housing, migrant housing, etc.); plan, organize, direct and evaluate construction and/or real estate development projects and services; perform project planning and functions, including analytical, statistical and funding analysis on projects; oversee the budget and administration of the Capital Fund Grant Program as awarded by HUD and prepare reports and recommendations; oversee budget and administration of other grant funds related to facilities, energy and construction/rehabilitation; coordinate assigned activities with other YCH departments and outside agencies; provides highly responsible and complex administrative support to the Executive Director;

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director.

Provides direction and supervision to assigned maintenance and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Supervise and provide direction to assigned personnel. Responsible for departmental employee training, motivation, supervision, and evaluation; participate in the selection of department staff and delegate duties as appropriate.
2. Maintain adequate monitoring and reporting systems to ensure quality and timeliness of departmental work; hold and conduct regular staff meetings, to include the communication and training in various YCH policies.
3. Monitor and provide oversight of maintenance work orders, inventory system, and purchasing; ensure compliance with preventative maintenance and mandated maintenance programs.

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4. In coordination with the Housing Department, review departmental budgets; provide input to mid-year review and adjustment to line items; schedule unit inspections and review inspection reports; meet HUD protocols and standards.
5. Identify and implement cost effective strategies and efficiencies in department functions. Review and monitor department purchasing and other financial documentation for accuracy in coordination with Finance Department.
6. Develop and maintain departmental policies and procedures; assist in the development of YCH policies and procedures implementing Federal, State, and local directives and statutes and other programs.
7. Assume management responsibility for all services and activities related to YCH buildings and grounds, new construction, construction rehabilitation and upgrades, Capital Fund Grant Program, and related administrative activities.
8. Oversee complex development and construction projects including owner inspections, change order analysis, project compliance and related functions.
9. Compile and prepare all necessary submissions to HUD needed to obtain and maintain Capital Fund grants, while ensuring timely and accurate processing including reports and annual plans as necessary.
10. Prepare and recommend annual capital budget, reviewing financial statements and reports and annual estimates of operating costs associated with development and asset management functions.
11. Oversee administration of a variety of grant programs, including modernization activities, review, revise and update program; ensure program compliance with all grant rules and regulations.
12. Coordinate and assist in the development of comprehensive plans for new property development and for importing and/or maintaining existing facilities. This includes modernization and maintenance of YCH owned properties, and providing assistance in obtaining funding for new development and needed improvements.
13. Provides contract and program guidance and coordination with outside architects, project and contract managers on capital fund programs for publicly administered housing development, redevelopment, repair, and rehabilitation ensuring full compliance with all Federal, State and local statutes, regulations, and codes.
14. Reads, reviews, and verifies building plans for conformance and adherence to building specifications, codes and requirements; provides technical assistance on modernization, revitalization, rehabilitation and acquisition issues; reviews and monitors compliance with applicable Federal, State and local laws, regulations, and codes.

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15. Researches and implements improvements in building products or systems which will serve to better utilize resources and energy investments (i.e. energy saving systems and labor saving products and methods).
16. Serve as staff on a variety of boards, commissions and committees; research and prepare administrative reports and studies; prepare written correspondence as needed; prepare and present staff reports; attend Board of Commissioners meetings as required.
17. Administer and monitor service contracts held for construction and/or maintenance; review change orders, plans and specifications, ensure contracted services are conducted in compliance with contractual obligations.
18. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
19. Assist in the development and maintenance of safety programs; perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
20. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
21. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of building construction, maintenance, basic engineering, building codes and standards.
- Project management techniques such as scheduling, budget preparation, and contract administration.
- Housing development including land use issues, environmental laws, construction techniques and entitlement processes.

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- Principles and practices associated with the administration of federally funded residential projects.
- Basic grant writing and administration.
- Office procedures, business mathematics application, computer office equipment and procedures, and statistical recordkeeping methods.
- Pertinent Federal, State, and local codes, laws, and regulations.
- Operations, services, and activities of a building and grounds maintenance program.
- Supervisory management and leadership principles.

Ability to:

- Read and interpret building blueprints, sketches and specifications.
- Prepare, review, and approve comprehensive business correspondence, reports, contracts, specifications, and estimates for pertinent projects, documents, manuals, and presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local codes, laws, and regulations.
- Drive from site to site.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

- High School Diploma or GED **and;**

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- Associates Degree plus four years experience in construction management, facilities management, real estate development, or project management and at least one year of public housing, local government, or non-profit experience or related experience **or**;
- Bachelor's Degree plus two years experience in construction management, facilities management, real estate development, or project management and at least one year of public housing, local government, or non-profit experience or related experience ; **or**;
- Six (6) or more years of full-time, increasingly responsible experience in a position involved in the provision of construction management, facilities management, real estate development, or project management and at least one year of public housing, local government, or non-profit experience or related experience.

Physical Demands:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing or construction environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Occasionally may be required to twist, bend, crawl and crouch. Reasonable accommodation for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made the Resource Administrator.

Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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