

**YOLO COUNTY HOUSING (YCH)
FACILITIES & MAINTENANCE MANAGER
Exempt – Management Unit**

FACILITIES AND MAINTENANCE MANAGER

*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

Assume primary responsibility for, and oversight of, the maintenance, renovation and security of all YCH owned and managed buildings and facilities. Plan, schedule, assign, and supervise assigned maintenance personnel. Conduct Request for Proposal and Request for Bid processes, working with YCH Fiscal staff to procure construction and other contracts as necessary to maintain all YCH owned and managed buildings and facilities. Assure quality control by developing and implementing an inspection and maintenance schedule, in addition to conducting regular review of contractor work in progress. Assess renovation needs and prepare deficiency lists, cost estimates, plans and specifications. Oversee budget and administration of funds related to all YCH owned and managed buildings and facilities energy projects and construction/rehabilitation. Develop and implement maintenance-related policies, procedures and assure staff are consistently and sufficiently trained in safety protocols. Coordinate assigned activities with other YCH departments and outside agencies, providing timely and regular communication on projects to involved partners.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Executive Officer, or designee.

Provides direction and supervision to assigned clerical and maintenance staff.

ESSENTIAL FUNCTION STATEMENTS

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

1. Assume management responsibility for all services and activities of the Facilities Maintenance Division including building and grounds maintenance, construction, inventory, and related administrative activities and reporting.
2. Assess the maintenance and rehabilitation needs of YCH controlled properties (including those owned by its' subsidiary, New Hope Community Development Corp).

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3. Manage and participate in the development and implementation of Facilities Maintenance Division goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods. Plan, direct coordinate and review the maintenance work plan including assignment of work tasks/activities, projects and programs; review and evaluate work product meeting with staff regularly to resolve problems.
5. Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies.
6. Participate in the development and administration of the Facilities Maintenance Division budget in coordination with the Real Estate Services Division including, but not limited to, staffing, equipment, materials, supplies, subcontracts and other maintenance related line items.
7. Inspect progress and results of work assigned to staff or contractors to ensure compliance with YCH standards; ensure adequate and positive preventative maintenance programs at each owned facility; maintain and control inventories; perform maintenance analysis; prepare and present reports and studies.
8. 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.
9. Perform state and federal prevailing wage compliance monitoring of contractors performing maintenance, repair and construction work. Interact with compliance agencies as assigned.
10. Develop and track project schedules and budgets.
11. Develop and maintain a list of on-call maintenance vendors (cleaners, painters, landscapers, etc.); this may be achieved through procurement of a service that validates trade providers.
12. Facilitate rapid turnover of vacated properties, measuring and providing YCH leadership with quarterly reports on timeliness trends; perform vacate inspections and annual housing inspection as needed.
13. Compile and prepare all necessary federal submissions to Housing and Urban Development (HUD) as needed to obtain and maintain Capital Fund grants, while ensuring timely and accurate processing of reports and annual plans.

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14. Develop and implement programs for building and job safety practices; establish priorities for maintenance repairs, solicit bids for repair and maintenance contracts.
15. Oversee administration of a variety of grant programs, including for modernization activities; ensure program compliance with all grant rules and regulations.
16. Provide direct coordination of, or procure and oversee Contractors who coordinate the following:
 - a. Development and construction projects including owner inspections, change order analysis, project compliance and related functions. These projects may include Capital Fund projects.
 - b. Comprehensive plans for new property development and for importing and/or maintaining existing facilities. This includes modernization and maintenance of public housing projects and/or other YCH-owned properties, and obtaining funding for existing property improvements, and development of new properties.
 - c. 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.
 - d. Review and verification of building plans conformance and adherence to building specifications, codes and requirements; provide technical assistance on modernization, revitalization, rehabilitation and acquisition issues; review and monitor compliance with applicable Federal, State and local laws, regulations, and codes.
 - e. Research and suggest improvements in building products or systems to better utilize resources and energy investments (i.e. energy- and labor-saving products and methods).
17. Serve as staff on a variety of boards, commissions and committees as requested; research and prepare administrative reports and studies; prepare written correspondence as needed; prepare and present staff reports; attend Board of Commissioners meetings as required.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of facilities maintenance.
19. In accordance with Government Code 3100, perform the duties of Disaster Services Worker in the event of a declared disaster or state of emergency, and as directed by

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the YCH CEO, Yolo County Office of Emergency Services and/or the State of California Department of Healthcare Services.

20. 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 safety concerns to YCH leadership and member of the YCH safety committee.
21. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and wellbeing 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.
22. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Project management techniques such as scheduling, budget preparation, and contract administration.
- Housing development including land use issues, environmental laws, construction techniques and entitlement processes.
- Principles and practices associated with the administration of federally funded residential projects.
- Principles and practices of building construction, maintenance, basic engineering, building codes and standards.
- Basic grant writing and administration.
- Office procedures, business mathematics application, computer office equipment and procedures, and spreadsheet software.
- Federal, State, and local codes, laws, and regulations as these pertain to ownership, maintenance and development of buildings and facilities under public ownership.
- Operations, services, and activities of a building and grounds maintenance program.
- Supervisory and management leadership principles.

Ability to:

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- Read and interpret building blueprints, sketches and specifications.
- Prepare, review, and approve comprehensive business correspondence, reports, contracts, specifications, and estimates for assigned 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**;
- Associates Degree plus four years experience in construction management, facilities management, or real estate development, 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, or real estate development, 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/maintenance, or real estate development and at least one year of public housing, local government, or non-profit experience or related experience.

Physical Demands:

Essential functions will typically require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external
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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.

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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