

# NEW MEXICO JUDICIAL BRANCH

## FACILITIES DIRECTOR

*This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

### **SUMMARY**

Under direction, manage and oversee the day-to-day facility maintenance and security operations of a court or agency, and/or parking structure. Manage the contracts for the operating expenses of the retail space within the parking structure. Forecast needs and costs for the facility and maintenance of the courthouse, parking structure and retail space to be considered in the budget. Negotiate with vendors to purchase materials and/or equipment needed to maintain building. Supervise facility staff and oversee service contractors on premises.

### **QUALIFICATIONS**

**Education:** Bachelor's degree in Finance, Business Administration, Public Administration or Mechanical Engineering.

**Education Substitution:** Experience in procurement, purchasing, contract management, facility management and/or building maintenance will substitute for education on a year-for-year basis.

**Experience:** Three (3) years administrative experience in procurement services, purchasing, contract management, facility management and/or building maintenance and two (2) years of supervisory experience.

**Experience Substitution:** Additional relevant education may substitute for experience at a rate of 30 semester hours equals one year of experience. Education may not substitute for supervisory experience.

**Knowledge:** Knowledge of New Mexico State Procurement Code, Americans with Disabilities Act (ADA); security operations; OSHA laws, rules and regulations; city and state building codes; mechanical systems, basic electricity, lighting and plumbing, masonry and general construction; budget process and financial information; and purchasing process and different types of contracts; supervisory techniques, coaching, performance evaluations, hiring, training, discipline, termination; management practices and techniques.

**Skill & Ability:** **Skill in** negotiating contracts and/or purchases from vendors; communicating effectively with a variety of individuals; handling complaints in a diplomatic manner; giving direction to subordinates; budget administration; decision making, effectively managing time and resources. **Ability to** train, supervise, evaluate and motivate staff; read, understand, analyze and interpret contract terms, conditions and agreements; understand blueprints and schematics; fix minor mechanical problems; set priorities and quickly assess a situation; multi-task to achieve objectives; be computer literate; obtain and maintain local Fire Marshall's Fire Safety Officer certification; and obtain and maintain CPR and First Aid certification; establish and maintain cooperative working relationships with employees, contract staff and customers.

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### **EXAMPLES OF WORK PERFORMED**

Prepare specifications, requests for proposals and conduct bid conferences in accordance with New Mexico State Procurement Code. Evaluate proposals and recommend the award contract for, including but not limited to, janitorial services, heating, ventilation and air conditioning (HVAC), security, elevator maintenance and overall maintenance of building, grounds keeping and parking structure and retail space within structure. Conduct timely meetings with contractors and interact with contract employees. Ensure all contractual work is completed according to specifications outlined in the contract. Oversee security operations for the building to ensure the welfare and safety of all employees and the public; staff leave and attendance; coordinate physical moves on and off site for court furniture, equipment or other court property. Determine access level of each employee and contract persons and maintain video badge system software to create a photo ID of each. Develop evacuation policy and plan and train all employees on plan. Act as Fire Safety Officer for the building. Supervise, direct and schedule staff on day-to-day duties and responsibilities. Evaluate, coach and discipline staff. Supervise contractors and/or contract persons. Prepare budget requests by projecting needs and costs for the facility and maintenance of the courthouse, parking structure, and retail space; recommend and justify requests for each budget line item; provide prices and other information for furniture, equipment and maintenance and repairs for building. Determine and address overall needs and/or concerns for building repairs. Handle complaints from division heads, employees and the public on the day-to-day operations of the building.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, court setting or outside. The work requires the use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, kneel, stoop, lift, pull and carry up to 40 pounds. Travel may also be periodically required for training, meetings and presentations. Employee may have to climb a ladder and/or stairs to fix minor mechanical problems or monitor building evacuations. Employee will work closely with building security and may have to make quick decisions under high stress. Overtime and/or flexible work hours may be required. Employee is on call at all times and must respond to maintenance or security problems. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases.