



FRESNO COUNTY FIRE PROTECTION DISTRICT

FACILITIES MANAGER

- STATUS:** Non-Safety, Full-time
- Reports to:** Assistant Chief or Designee
- SUPERVISION:** Facilities Maintenance Technician(s), Contractors, and Vendors
- LOCATION:** 9594 E. American Ave., Del Rey, CA 93616
- HOURS:** 40-hour work week Monday through Friday. May be required to work additional hours as needed.

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the maintenance, repair, improvement, and construction of District facilities and infrastructure. Serves as the District's lead representative for facility maintenance operations, capital improvement planning, and construction project coordination. Develops and implements preventive maintenance programs, manages facility-related contracts and vendors, oversees work order systems, and supports the planning, design, construction, and closeout of District capital projects.

This is a working supervisor position that combines administrative, project management, and field responsibilities to ensure District facilities remain safe, functional, reliable, and operationally ready to support emergency response services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilities Maintenance Program Administration

- Develops, implements, and manages a comprehensive preventive maintenance program for District facilities and infrastructure.
- Establishes and maintains a facility work order management system.
- Prioritizes maintenance and repair activities based on operational impact, life safety, risk exposure, and budget considerations.
- Conducts routine facility inspections and condition assessments.
- Maintains facility asset inventories including building systems, HVAC equipment,

generators, bay doors, roofing systems, plumbing systems, electrical systems, and related infrastructure.

- Develops maintenance schedules and service intervals for District assets.
- Maintains records related to repairs, inspections, warranties, maintenance activities, and vendor services.
- Responds to facility emergencies and coordinates corrective actions.

Capital Improvement Planning

- Develops and maintains a multi-year Capital Improvement Plan (CIP) for District facilities and infrastructure.
- Conducts facility condition assessments and identifies long-term repair, replacement, and expansion needs.
- Prepares cost estimates, project priorities, and recommended funding schedules.
- Monitors facility lifecycle replacement needs and deferred maintenance requirements.
- Provides recommendations to District leadership regarding facility investments and capital projects.
- Assists in developing annual facility maintenance and capital improvement budgets.

Construction and Capital Project Management

- Serves as the District's Owner's Representative for facility construction, renovation, and remodeling projects.
- Coordinates planning, design, and construction activities with architects, engineers, consultants, contractors, and District stakeholders.
- Participates in project development meetings and design review processes.
- Tracks project schedules, budgets, deliverables, action items, and milestones.
- Reviews project documentation including plans, specifications, submittals, requests for information, and closeout documents.
- Coordinates construction site access and operational impacts to District personnel.
- Conducts project inspections and develops punch lists.
- Coordinates project acceptance, warranty administration, and closeout activities.
- Maintains project records and documentation.

Contract and Vendor Administration

- Develops scopes of work for maintenance, repair, and construction projects.
- Solicits and evaluates contractor proposals, bids, and quotations.
- Coordinates contracted services and monitors contractor performance.
- Ensures work is completed in accordance with contract requirements and District expectations.
- Reviews invoices and verifies completed work prior to payment.
- Develops and maintains service agreements for specialized facility systems and equipment.
- Serves as primary liaison between District personnel and contracted service

providers.

Facilities Operations and Field Work

- Performs and supervises skilled and semi-skilled maintenance and repair activities.
- Assists with facility repairs, improvements, and emergency response activities as necessary.
- Provides technical guidance and direction to maintenance personnel.
- Coordinates facility access and work scheduling with station personnel.
- Ensures work activities are conducted safely and in compliance with applicable regulations.
- Inspects completed work for quality and compliance.

Supervision

- Plans, assigns, reviews, and evaluates work performed by assigned maintenance personnel.
- Provides training, coaching, and performance feedback.
- Establishes work priorities and schedules.
- Promotes safe work practices and regulatory compliance.
- Assists in the development of departmental goals, objectives, policies, and procedures.

Administrative Responsibilities

- Prepares reports, correspondence, project updates, and budget recommendations.
- Maintains facility and project records.
- Tracks expenditures and monitors budgets.
- Prepares presentations and reports for District leadership and the Board of Directors.
- Researches grants, funding opportunities, and facility-related programs.
- Participates in strategic planning efforts related to District facilities and infrastructure.

Typical Facility Systems and Assets Managed

- Fire Stations
- Headquarters Facilities
- Fleet Maintenance Facilities
- Training Facilities
- Administrative Buildings
- HVAC Systems
- Emergency Generators
- Apparatus Bay Doors
- Roofing Systems
- Plumbing Systems
- Electrical Systems

- Fire Alarm Systems
- Fire Suppression Systems
- Fuel Systems
- Exhaust Removal Systems
- Security Systems
- Site Improvements
- Fencing and Gates
- Parking Areas and Roadways

MINIMUM QUALIFICATIONS:

Knowledge of:

- Building maintenance and repair practices.
- Construction methods, materials, and terminology.
- Preventive maintenance principles.
- Contract administration and vendor management.
- Budget preparation and expenditure tracking.
- Construction project coordination and documentation.
- Occupational safety practices and regulations.
- Building systems including HVAC, plumbing, electrical, and roofing systems.
- Computer software including Microsoft Office and maintenance management systems.

Skill in:

- Providing customer service, including dealing with people in sensitive situations and problem resolution.
- Making presentations and conducting meetings.
- Performing mathematical calculations
- Use of computers, computer applications, and software.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, vendors, and the general public, etc., sufficient to exchange or convey information and to receive work direction.

Ability to:

- Plan, organize, and prioritize multiple projects and assignments.
- Develop and maintain effective working relationships.
- Interpret plans, specifications, and technical documents.
- Prepare reports and maintain records.
- Analyze facility conditions and recommend solutions.
- Coordinate contractors and consultants.

- Communicate effectively both orally and in writing.
- Work independently with minimal supervision.
- Exercise sound judgment and decision-making.

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

Five (5) years of progressively responsible experience in facilities maintenance, construction management, building operations, public works, project management, or a closely related field.

Two (2) years of lead worker, supervisory, project coordination, or management experience is highly desirable.

LICENSES AND CERTIFICATIONS

- Valid California Driver License.
- Ability to obtain and maintain District driving authorization.
- OSHA 10 or OSHA 30 certification desirable.
- Construction management, facilities management, or project management certifications desirable.

PHYSICAL DEMANDS

- Ability to walk, stand, climb, bend, stoop, kneel, and work in varying weather conditions.
- Ability to climb ladders and access roofs and elevated work areas.
- Ability to lift and carry materials and equipment.
- Ability to operate District vehicles, tools, and equipment.
- Ability to respond to facility emergencies during and after normal business hours.