



Southern Nevada Health District Chief Facilities Officer (X)

CLASS CODE	2012	SALARY	\$122,382.31 - \$195,811.69 Annually
ESTABLISHED DATE	March 03, 2025	REVISION DATE	March 03, 2025

JOB DEFINITION

The Chief Facilities Officer manages the maintenance, repair and security functions related to District facilities, and oversees and implements plans and policies that promote quality and excellence throughout the Southern Nevada Health District's buildings.

Distinguishing Characteristics:

This is an executive level class that is the subject matter expert for the District in a wide variety of facilities maintenance and security programs and activities.

Supervision Received and Exercised:

- Receives general direction from the Deputy District Health Officer of administrative services.
- Exercises direct supervision over facilities and security managers and supervisors.
- Indirectly responsible for all employees within the department.

EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, coordinates and supervise facilities improvements and construction of all District facility assets,
- Develops and implements short-term and long-range departmental goals, objectives and policies, including strategic and project plans, including work standards as a means for evaluating the progress of District-wide facility and security projects,
- Directs the preparation of and writes technical specifications and purchase orders for acquisition of material and supplies; approves payment and administers various contracts within budgetary appropriations; oversees direction of preparation, issuance, prioritization, billing and tracking of facility equipment, maintenance and repair work orders,
- Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files,
- Develops and coordinates multiple craft operational and maintenance activities in mechanical, electrical, electronic, carpentry, painting, and HVAC trades, warehouse inventory management and related functions in District buildings, facilities and equipment.

- Manages contractors on all physical plant designs, remodels and construction.
- Manages computerized maintenance management system.
- Monitors and interprets changes in laws and regulations related to service provision areas; recommends and implements procedural modifications to ensure that activities reflect current legal requirements,
- Directs all security functions for District facilities; ensures operation of surveillance and alarm systems; order upgrades as required.
- Oversees administration of District health and safety issues and training; coordinates efforts with department management; identifies and resolves violations of safety regulations and codes,
- Promotes and supports the overall mission of the District by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment,
- Other tasks and duties that arise from the facility planning, construction process and security surveillance.

MINIMUM QUALIFICATIONS

Education, Experience, and Training:

- Bachelor's degree in business administration or a related field, AND five (5) years of facilities construction and maintenance experience, two (2) years of which were in a management position that includes responsibility for facilities management, OR an equivalent combination of education, training and experience.

Licenses, Certificates, and Registrations:

- Valid Nevada driver's license, or ability to obtain within ninety (90) days of employment and have a satisfactory driving record.
- Completion of FEMA Incident Command System training, (100, 200 and 700), within six (6) months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation,
- Principles and practices of supervision of employees, including managing, developing and motivating employees in a team environment,
- Principles and practices of budget development and administration,
- Principles and practices off project and contract management,
- Principles, practices, methods and terminology related to the various craft areas involved in facility maintenance, repair and security surveillance,
- Applicable laws, codes and regulations,
- Computer applications related to the facilities management,
- Safety principles, practices and equipment related to the work,
- Record keeping principles and practices.

Skill and Ability to:

- Plan, organize, supervise, review and evaluate the work of others,

- Prepare and direct the preparation of a variety of written correspondence and special reports regarding work performed,
- Provide oversight for a computerized maintenance management system.
- Train others in policies and procedures related to the work,
- Implement and manage a complex multi-craft building, equipment, and facility maintenance program,
- Compose technical specifications, administering contracts and approving contract service and maintenance work,
- Develop and implement goals, objectives, policies, procedures and work standards,
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner,
- Interpret, apply and explain state and local laws, regulations and policies,
- Direct the maintenance of accurate records of work performed,
- Prepare clear and concise reports, correspondence and other written materials,
- Use initiative and independent judgment within established procedural guidelines,
- Communicate clearly and concisely, both orally and in writing,
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities,
- Work collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

CORE COMPETENCIES

- **C**ommitment: Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **A**ccountability: Carry out responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **R**espect: Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **E**xcellence: Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **S**ervice: Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Vision sufficient to inspect conditions of facilities, equipment and systems, and prepare and review diagrams and paperwork,
- Speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training in person or over the telephone,

- Walking, bending, stooping, kneeling and climbing to inspect work; agility and strength to exert 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move/carry objects,
- Motor skills to operate District vehicles, work in a typical office setting and use of standard office equipment,
- Stamina to sit, stand, and walk for extended periods of time.

Work Environment

- Work is subject to performance under exposure to noise, fumes, weather, moving equipment, electrical currents, hazardous chemicals, potentially hazardous situations, and machinery in the course of inspecting and supervising work.

ADDITIONAL JOB DETAILS & INFORMATION

- FLSA Status: Exempt
- Pay Assignment: E-1
- Bargaining Unit: Ineligible
- Supervisory Classification: Yes
- EEO-4 Category: Management

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.