



Southern Nevada Health District Facilities Manager (X)

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| CLASS CODE | 2001 | SALARY | \$97,905.38 - \$156,648.62 Annually |
| ESTABLISHED DATE | March 30, 2025 | REVISION DATE | March 30, 2025 |

JOB DEFINITION

Under administrative direction, responsible for the management of maintenance, repair, warehouse, and security functions for the District's buildings and facilities.

Distinguishing Characteristics

This is a managerial level class that possesses specialized technical or functional expertise and exercises supervision over assigned lower-level staff including directing subordinate supervisors responsible for all maintenance, repair, warehouse, and security functions related to District buildings and facilities.

Supervision Received and Exercised

- Receives general supervision from Chief Facilities Officer and direction from higher level staff.
- This position does exercise supervision over assigned departmental staff.

EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

This job description lists examples of essential 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, organizes, and administers day-to-day preventative and general maintenance, janitorial services, warehouse, and security for District facilities.
- Supervises, evaluates, and assigns staff to special projects as necessary and assists in recommendation of staff selection; provides staff training and professional development; administers discipline as required.
- Develops, implements, and administers departmental goals, objectives, policies, procedures, and work standards.
- Coordinates multiple craft operational and maintenance activities in such areas as mechanical, electrical, electronic, carpentry, painting, HVAC, warehousing and related functions in District buildings, facilities, and equipment.
- Directs the preparation of and writes technical specifications, purchase orders for acquisition of material and supplies, approves payments, and administers various contracts within budgetary appropriations.
- Manages preparation, issuance, and prioritization of billing and tracking of facility and equipment maintenance, repair work orders, and warehouse purchases.

- Conducts analytical studies; develops and reviews reports of findings, alternatives, and recommendations; maintains accurate records and files.
- Prepares and directs the preparation of a variety of written correspondence, periodic, and special reports regarding work performed.
- 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.
- Collaborates with management contractors on all physical plant designs, remodels, and construction projects.
- Manages security functions for District facilities; ensures effective operation of surveillance and alarm systems; order upgrades as required.
- Oversees District health and safety issues; coordinates efforts with department management; identifies and resolves violations of safety regulations and codes.
- Performs skilled work in the designated area(s) of expertise, troubleshoots maintenance problems and provides technical advice to assigned staff.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Promotes and supports the overall mission of SNHD by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university in business administration, construction management, public administration, engineering, or other closely related field, and five (5) years of professional level experience in facilities, design, construction, maintenance, and/or repair of buildings/facilities, that includes a minimum of two (2) years' supervisory or managerial experience; **OR**
- Associates degree supplemented with a Journeyman's license in HVAC; electrical, plumbing, or other trade and five (5) years of journey level experience in facilities, plant construction, plant operations, or maintenance and repair that includes a minimum of two (2) years' supervisory or managerial experience.
- Experience managing multi-disciplinary technical and operational staff in a governmental/municipal building and facilities maintenance environment is desirable.

Certificates, Licenses, and Registrations

- Valid Nevada driver's license, or ability to obtain within ninety (90) days of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Requirements listed below are representative of the knowledge, skills, and abilities needed. Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.

Knowledge of:

- Operational characteristics, services and activities of facilities maintenance and remodeling programs.
- Management skills to analyze programs, policies, and operational needs.
- Public contracting applications and oversight
- Principles and practices of program development and administration.
- Carpentry, including modern materials used.
- Plumbing, heating, ventilation and air conditioning materials and principles of operation.

- Basic principles and practices of utility operation, installation, and efficiencies in a diverse organization.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Skill and Ability to:

- Plan, organize, supervise, review, and evaluate the work of staff.
- Train staff in policies and procedures related to the work.
- Compose technical specifications, administer contracts, and approve contract maintenance and repair 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.
- Speak English effectively to communicate in person or over the telephone.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and independent judgment within general policy guidelines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate a computer and software applicable to the position, including the electronic health record.
- 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: Fulfill 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 incumbent 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 Requirements:

Mobility to work in a typical office or clinical setting environment, use standard office equipment, stamina to sit, stand, and walk for extended periods of time; 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; vision to

read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

Work Environment:

Work is performed in a standard office environments with regular internal and external contact and communication. May require work hours other than assigned schedule including evenings, weekends, and holidays. May require use of personal vehicle to travel to work related meetings or events. Potential exposure to adverse weather conditions, fumes, odors, and gases.

ADDITIONAL JOB DETAILS & INFORMATION

- FLSA Status: Exempt
- Salary Range: M-1
- Bargaining Unit: Ineligible
- Supervisory Classification: Yes
- EEO-4 Category: Professional

Employee is responsible for maintaining all required licenses and certifications in an active status without suspension or revocation throughout employment.

This classification is administrative, confidential, and non-represented. An "Administrative employee", as defined by NRS 288.132 means any employee whose primary duties consist of work directly related to management policies, who customarily exercises discretion and independent judgment and regularly assists an executive. In addition, it includes the chief administrative officer, the chief administrative officer's deputy and immediate assistants, department heads, their deputies and immediate assistants, attorneys, appointed officials, and others who are primarily responsible for formulating and administering management policy and programs.

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 administrative or operational support 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 assigned FEMA Incident Command System training courses as a condition of continued employment within six (6) months from date of hire.

SNHD is an equal employment opportunity employer. Applicants will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.