



Title: Facility Operations Team Manager

Date Printed: 04/26/2018

Job Posted On: 04/14/2018

Posting Expiration Date: 05/14/2018

Work Location: Winchester, California,

Description

The Metropolitan Water District of Southern California is a consortium of twenty six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.6 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and 16 hydroelectric power plants.

FACILITY OPERATIONS TEAM MANAGER

Metropolitan's Asset Management Unit within the Real Property Group has one (1) opening available at its Diamond Valley Lake Reservoir in Winchester, California for a FACILITY OPERATIONS TEAM MANAGER.

JOB SUMMARY

Responsible for managing and supervising the operation, maintenance and repair of Metropolitan buildings and residential structures in a safe and efficient manner. Areas of responsibility include fire and life safety system; energy conservation initiatives, heating and air conditioning; building plant equipment; lighting and electrical systems; general repairs; construction projects; data center; office space planning, relocation activities, and modular furniture procurement; landscaping, and the administration of related service contracts.

JOB DUTIES

1. Manages operations, preventive maintenance and repairs for the Metropolitan buildings and residential structures including heating, ventilation, air conditioning, electrical, mechanical, plumbing, lighting, fire systems and alarms and the installation of replacement or additional equipment.

2. Manages general building repairs and maintenance including repairing walls, painting, and other building repair work; responds to occupant requests for service including lighting, flooring, plumbing, electrical, room temperature, odors, safety issues, and overall building environment; oversees the development, of multi-year preventative maintenance plans; manages various construction and renovation projects for Metropolitan buildings and residential structures.

3. Administers various service contracts in support of Metropolitan buildings and residential structures such as landscaping, general maintenance services, solar generating systems, building automation systems, waste management and fire and life safety systems. This includes participating in specification development, proposal evaluation, contract negotiation, and contract compliance.

4. Manages space design, planning, relocation of employees and equipment, and procurement of modular furniture for Metropolitan. Responsible for efficient space utilization of Metropolitan buildings and residential structures.

5. Conducts periodic assessments of facility operations and makes recommendations to improve cost efficiency and effectiveness.

6. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; reviews work; and assesses employees' competencies and develops training plans.

7. Develops team goals, long and intermediate term strategies, priorities, and all reengineering efforts; develops a business plan that ensures the accomplishment of the team goals; tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; reviews and approves time, reimbursement requests, and purchases, directs the preparation of project reports, and makes presentations for management, committees, or other parties.

8. Develops team operating methods and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures.

9. Performs other duties as required.

Work Schedule: 4/10 Monday – Thursday.

This position also requires travel to various MWD sites and may require overnight stays.

Required Skills

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, or which two years must have been in a project management, supervisory, or lead capacity.

A related field for a college degree is defined as a degree in: management, business, engineering, facilities management, or related field.

Increasingly responsible relevant experience is defined as 8 years of experience with a Bachelor's degree or 6 years of experience with a Master's degree in a combination of one or more of the following areas within Facility Management operations and services: plant operations, janitorial services, food services, building engineering or building maintenance trades, space planning/move management, and/or customer service in a commercial office and/or residential environment; demonstrated experience analyzing data, creating reports, and presenting to senior management and business partners; contract management including contract compliance, quality control, specification development, proposal evaluation, contract negotiation, and invoice processing (at least 3 years required); and/or experience in applying knowledge of practices, policies, and procedures employed in a facility management/maintenance environment including building codes, construction practices, OSHA regulations, and fire/life/safety practices/procedures (at least 3 years required).

Required Knowledge of: Building plant and residential equipment including heating, ventilation, and air conditioning; life safety systems; general construction practices; federal, state and city, fire and building codes and regulations; building management practices; preventative maintenance programs; management and supervisory concepts and techniques; budgetary practices, concepts, and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; trends and emerging technologies of facility management and building safety and security; and customer relationship management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of team members; encourage and facilitate cooperation; mentor, develop, and motivate staff; develop team goals and priorities; exercise judgment and discretion; provide strong customer service; effectively analyze issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, consultants, contractors, vendors, and other public agencies; and use standard business applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Required at time of application

- Valid California Class C Driver License or equivalent that allows you to drive in the course of your employment

DESIRABLE QUALIFICATIONS

- Facility Management Certification

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Benefits

Benefits:

- Competitive compensation
- Excellent medical, dental, life, vision
- Retirement plans, including pension plan and 401k
- Tuition reimbursement
- Training and advancement opportunities
- Excellent working environment
- Public transportation reimbursements and van pools

For more information on MWD benefits, please use the following link:
http://www.mwdh2o.com/PDF_Careers/benefits.pdf

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to jobs@mwdh2o.com.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities, who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email jobs@mwdh2o.com.

MWD is a Federal and State EO employer - Veterans/Disabled and other protected categories

Kind: Full Time

Level: Manager

Apply

To apply for this position, please copy and paste the following link into your browser address bar:

<https://mwdh2o.contacthr.com/61944767>

To apply for this position, please copy and paste the following link into your browser address bar:

<https://mwdh2o.contacthr.com/61944767>

[Go to Diversity.com](https://www.diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.