

# NEW MEXICO JUDICIAL BRANCH

## Statewide Facilities Manager (Classified)

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

### **SUMMARY**

Under direction plan, organize, direct, and manage day-to-day facility maintenance and security operations of multiple statewide court facilities and related office space to include managing the procurement, design and construction of court facilities. Supervise facilities program staff.

### **QUALIFICATIONS**

**Education:** Bachelor's Degree in Finance, Business Administration, Public Administration, Architecture, Engineering or a related field.

**Education Substitution:** Associate's Degree plus two years of directly related experience in facility management, courthouse design, and/or construction may substitute for Bachelor's Degree.

**Experience:** Six (6) years of administrative experience in procurement, purchasing, contract management, program and/or project management, facilities maintenance and management, construction management or real estate law; plus one year of supervisory experience.

**Experience Substitution:** Additional relevant education may substitute for experience at a ratio of 30 semester hours to one year of experience, up to two years of substitution. Education may not substitute for supervisory experience.

**Knowledge:** Knowledge of technology, design, and construction requirements; voice and data systems; integrated security systems; heating, ventilation and air conditioning (HVAC), plumbing, and mechanical installations; power, low voltage, and lighting systems; space requirements for public use buildings; Americans with Disabilities Act (ADA); laws, rules and regulations; local and state building codes, fire codes for public buildings; masonry, and general site conditions; the New Mexico State Procurement Code, rules and regulations; budget management including performance based budgeting, project/program budget preparation, tracking projected and expended project/program funds; facilities management; legislative process; OSHA; principles and practices of public and court administration; New Mexico Criminal Justice Information System; basic contract law; and New Mexico Judicial Branch Personnel Rules and Regulations.

**Skill & Ability:** **Skill in** mediating and managing conflict; problem solving and conflict resolution principles and techniques; computer software (data base, word processing, spreadsheet, PowerPoint presentation, report writing, email); modern research and evaluation techniques; modern methods of data collection; supervisory techniques, coaching, performance evaluations, hiring, training, discipline, termination; negotiating contracts and/or purchases from

vendors; handling complaints in a diplomatic manner; giving direction to subordinates; identifying resources and evaluating work product; analyzing court operations; assessing and evaluating a variety of court programs and services; problem solving and conflict resolution; negotiating and writing contracts; fiscal management and reporting; technical writing and editing; data-collection and analysis; public speaking; creative writing; anticipating and evaluating the impact of statutory changes, rules, and procedures; effective crisis management and response; working effectively with a diverse range of individuals; supervising individuals and/or groups of people.

**Ability to** communicate effectively with a variety of individuals (from construction workers to judges and legislators); provide comprehensive explanation of statewide budget and staffing needs; prepare and deliver presentations; working in high stress situations and working within the structure and governance of the state court system; develop and maintain public relations; conduct and present detailed and complex statistical analyses; organize, maintain and update a variety of detailed and complex records; accurately read and understand architectural drawings and specification in order to assist in planning, design and development of major facility construction projects; effectively manage time and resources; manage statewide projects, including setting goals and objectives; develop and maintain public relations; conduct and present detailed and complex statistical analyses; organize, maintain and update a variety of detailed and complex records; perform multiple tasks and manage several projects/program(s) at one time; develop strategic plans; work independently; establish and maintain cooperative working relationships with employees, contract staff and a variety of customers; resolve conflict; successfully address and resolve conflict and continue to foster effective court relationships when building issues occur or special system facility projects are delayed or encounter problems; develop and maintain good relationships with reliable statewide service providers; promptly address and resolve statewide facility related issues; train, supervise, evaluate and motivate staff; set priorities and quickly assess a situation; use initiative; coach individuals one-on-one and/or in groups; maintain confidentiality and use discretion when dealing with sensitive information.

### **EXAMPLES OF WORK PERFORMED**

**Facilities Management and Maintenance:** Manage and oversee the development, design, construction and/or retrofit of multiple statewide projects including space management and planning; communicate program design and goals to courts, staff, participants/clients and community. Responsible for daily facilities operation/management functions statewide; serve as liaison to internal and external customers of the courts and regularly interact with judicial officers, court staff, and staff from outside organizations; collaborate with justices, judges, court administration and other stakeholders in developing and maintaining court facilities; coordinate the design, purchase, inventory and installation of furniture and equipment.

**Contracts and Lease Agreements:** Prepare specifications, requests for proposals, invitations to bid, and conduct bid conferences in accordance with New Mexico State Procurement Code; evaluate proposals and recommend contract award for, including but not limited to, land, construction, design, professional services, furnishings, equipment, integrated security systems and/or security services, plumbing, electrical, janitorial services, HVAC, elevator and overall maintenance of buildings, grounds and parking areas; negotiate contracts and lease agreements,

administer and oversee lease agreements for related statewide projects; manage operating expenses; forecast needs and costs for facilities and maintenance, negotiate with contractors, landlords and vendors to purchase materials and/or equipment needed to maintain building; ensure record keeping is accurate; draft and finalize contracts; provide direction to contractor(s); monitor and evaluate contractor(s) with respect to compliance with contracts; address contractor adherence to program initiatives; initiate, develop, plan, monitor, modify and evaluate program operations and performance measures. Conduct timely meetings with project stakeholders. Oversee security operations to ensure the welfare and safety of employees and the public; coordinate physical moves of court operations. Oversee the development and subsequent training of evacuation policies for court facilities. Develop and maintain inter-agency cooperation and collaboration; establish working relationships with interested parties and legislators; develop strategic plans for long-term planning of programs.

**Budget and Financial Management:** Estimate expenditures, project future needs, perform on-going review of budgets; prepare budget requests by projecting needs and costs for facilities and maintenance; recommend and justify requests for each budget line item; provide prices and other information for furniture, equipment, maintenance, and repairs for court facilities. Successfully negotiate and address concerns or complaints from staff, judges, landlords, contractors or the public regarding facilities and/or the day-to-day operations of the building.

**Design and Construction of Court Facilities:** Provide preliminary design, spacial, functional, and operational requirements to architect for each design project; work closely with architect throughout the design phase to assure that operational, spacial, and security requirements are fully incorporated in the project; work closely with general contractor for the duration of the project; and perform on-site inspections and attend all project meetings during construction.

**Facility and Special Systems Maintenance:** Determine and address overall needs and/or concerns for building repairs; coordinate necessary building maintenance services such as repair, painting, and carpeting;

**MAY** - perform legislative bill analysis; track bills; analyze statewide program needs and address requests from legislature and other interested parties; provide information to legislators and other governmental entities; appear, speak/present information to legislators; make recommendations and lead legislative strategic planning sessions to identify and define needs, obstacles, and/or schedules.

## **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 the tasks assigned to this job.

Work requirements and deadlines may require employee to work nights, weekends and holidays. Extensive travel and a valid driver's license are required.

Work is typically performed in an office, court, or construction setting and in environments that are fast-paced and often stressful. The employee must interact positively with co-workers, clients, judges, law enforcement, contractors, vendors, and the public. Routinely work must be performed under severe time constraints, meeting demands from multiple sources. The employee must be highly self-motivated and able to work independently.

The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sitting for long periods of time. The employee may be required to lift and/or move, push, pull or carry up to 25 pounds. The employee is expected to be punctual and to adhere to the schedule requirements of the position. The employee will be exposed to fluctuating outdoor and building temperatures.

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