

## FACILITIES SYSTEMS MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Admin/Managerial	Management	M4	3/10/22	Management	1 of 3

**DEFINITION:** Under the direction of assigned departmental manager, assist in and perform a wide variety of complex technical work at the professional level providing technical support services to ensure facility support systems are accessible to and functioning as designed to fulfill the requirements of the intended building engineering and construction. This position reports directly to the Director, Capital Construction Program Operations, and it has a dotted line reporting structure to District's Energy and Sustainability Manager. Under general direction, a Facilities Systems Manager is responsible for overseeing selection and implementation of systems in collaboration with the campuses, projects design, engineering teams, District and campus IT staff, sustainability and energy management teams. Works in collaboration with a number of cross function teams to minimize loss of essential systems used to support facilities operations, and critical data to ensure efficient operations, particularly in terms of energy and utility consumption. Participates in design and construction phase activities of major capital projects, new and renovation, as well as building turn over to ensure implementation of districtwide system standards on all applicable projects.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

- Provides oversight of various building systems standards development and implementation.
- Provides technical oversight as well as reprogramming and refining programming alongside the campuses maintenance and operations teams as needed to effectively support operational requirements.
- Responsible for maintaining various facilities team member access credentials to support systems, ensuring adequate training and retraining is provided for team members to effectively utilize such systems and facilitate or provide technical assistance, as needed.
- A high degree of independent judgment and creativity are required to resolve many minor and major problems when they occur.
- Public contact is moderate to extensive, primarily with staff, and for the purpose of providing technical assistance and advice.
- The Facilities Systems Manager can direct the work of student assistants and other staff as assigned.
- The Systems Manager is responsible for a variety of facility systems such as: Building Automation Systems (BAS), Energy Information System (EIS), Facilities Utilization, Space Inventory Options Net (FUSION) database, Access Controls and Alarm Monitoring (ACAMS) support related to servers and licenses coordination, and other technology run systems to support the effective, safe and efficient operation of the colleges and District physical plants.
- Maintaining and coordinating with technical consultants on needed updates to existing district system standards.
- Monitoring BAS components for HVAC, plumbing, electricity, computer networking, lighting and security in support of the campuses M&O staff to resolve complex issues.
- Troubleshooting, testing and coordinating for needed repairing/replacement of equipment that manages a building's comfort, efficiency and safety.
- Working with architects, engineers, contractors, sustainability and energy management staff and other professionals to maintain or expand the building's features and capacities to meet the District's Strategic Goals.
- Collaborating and overseeing the BAS technical experts and solutions to use the data from BAS components to improve a building's performance or reduce its operating cost.
- In collaboration with the Utility and Sustainability Specialist, implement and manage dashboards and website content related to building systems energy utilization.

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- Communicates effectively with staff at all levels throughout the colleges and District Office regarding major facilities related technology initiatives.
- Provides technical services to the District on a variety of facility support system needs; assists in the development of vendor RFPs, service agreements, and procurements.
- Reviews and administrates systems service contracts and agreements to ensure vendors are providing service as agreed upon and provides support to the colleges as needed on follow up.
- Participates in the design and planning, and administers the installation of, all new construction or renovations with regard to facility support systems, ensuring consistent nomenclature and programming and to include recommendations for changes, modifications, and upgrades to existing systems.
- Investigates and troubleshoots problems with facility support systems and develops plans for additional upgrades or improvements and contacts vendors as needed to provide support when necessary and ensures that problems are resolved in a timely manner.
- Ensures systems are optimized, team members access credentials are maintained, and systems are programmed appropriately to best support facilities operations.
- Monitors system licenses, service contracts, and support infrastructure, operating systems, etc. for updated software needs.
- Makes recommendations and oversees necessary replacements, upgrades, and reprogramming as needed.
- Serves as a liaison with District Information Technology and Campus Police on facilities systems related matters on capital projects.
- Provides extensive technical support and assistance to other technical staff and provides training as required to other user personnel.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge Of:**

Skill and experience using a wide range of diverse computer performance and monitoring tools to analyze performance issues and to make appropriate recommendations. . Knowledge of Building Management Systems controls and procedures. Skill in analyzing, identifying, and expediently resolving system problems. Knowledge of materials, equipment, tools and terminology used in building maintenance work. Project management fundamentals.

#### **Ability To:**

- This position requires an individual with excellent scheduling abilities, a customer-service driven work ethic, good communication and organizational skills, and the ability to remain focused with little or no direct supervision.
- Ability to quickly learn new technical skills and maintain currency of acquired technical skills
- Skill in effectively training non-technical personnel in technical areas and subjects  
 Effective written and oral communication skills and ability to prepare correspondence to outside agencies and vendors.
- Ability to keep/maintain work records in an organized manner utilizing various standard modern office system tools and software.

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- Ability to work independently under minimum supervision
- Ability to prioritize jobs and develop schedules under pressure.
- Ability to interface with administrators, public, state, and federal inspectors and to maintain positive and cooperative relationships with various campus stakeholders.
- Ability to work from drawings, sketches, and blueprints, specifications and manuals.
- Ability to assess completed work for standard of quality
- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

### **Education and Experience:**

A bachelor's degree in a college major related to project and construction management, facilities management, building automation systems, computer science, information systems or related field and five years of directly related facilities management experience in a professional level capacity.

OR

A Building Automation Systems (BAS) training and certification and eight years of directly related facility systems experience in a professional level capacity.

Adopted: 3/10/22