

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Facilities Services Manager

**Job Code:** 8071

**Pay Grade:** 61

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Coordinates, manages and oversees activities within the Pima County Juvenile Court facility complex, including, but not limited to, the building, construction, remodeling, maintenance, space planning, space utilization, security and inventory management.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes and manages all operations related to the construction, operation and maintenance of the Juvenile Court main campus and satellite facilities.
- Receives all requests for building renovations, maintenance, and new constructions; prepares cost estimates for approval and monitors the budgeted expenses for each building project.
- Monitors the maintenance of Juvenile Court facilities, including work performed by outside contractors and holds them accountable for the quality of all maintenance work performed.
- Manages a staff in facilities and supply support positions.
- Supervises trains and evaluates the work of staff assigned to this work unit.
- Serves as the primary liaison with County Facilities Management staff for Juvenile Court projects.
- Monitors and maintains records of all supplies, consumables, furniture and non-computer related equipment purchased by Juvenile Court.
- Assists the management team in establishing non-computer related equipment needs.
- Coordinates orders for furniture, non-computer equipment, supplies and consumables with other Juvenile Court divisions.
- Maintains the Juvenile Court facilities as a safe and secure environment for employees, families and other individuals served by Juvenile Court.
- Coordinates safety activities with Superior Court and the County Risk Management Department.
- Establishes and enforces operating procedures related to security.
- Reviews Juvenile Court security and emergency procedures to maintain compliance and coordinates all OSHA related functions.
- Serves as liaison with the Pima County Sheriff's Department, Tucson Police Department and local Fire Department to insure courtroom security and rapid response to emergencies.
- Serves as liaison with County Risk Management Department and with the contract staff to insure security at the court's public entrances.

- Develops long-range plans for facilities usage, coordinates special projects to include the allocation of building space and maximizes space in the most effective and efficient use of court facilities.
- Plans and coordinates all movement of judicial divisions and employees either external or internal, orders the installation of furniture, and coordinates phone system installations and moves with business providers.
- Prepares reports and fiscal documents as required or requested by the Court, County and/or State.

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

- Conducts periodic emergency drills and security orientations for staff.
- Maintains all facilities, safety and security records required by the State of Arizona and/or Pima County.
- Assists the coordination of facility audits and prepares audit responses to include corrective action plans to correct audit deficiencies.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of facilities management practices, building construction, contractual agreements, bid process and maintenance of medium to large facilities.
- Must have knowledge of occupational safety, security/custody procedures, loss prevention, OSHA regulations and provisions of ADA.
- Must have knowledge of interviewing technique and project and personnel management, including employee goal setting and performance appraisals.
- Must have administrative skills in business and report writing, fiscal skills related to budget preparation and management, and ability to establish effective working relationships.
- Must have analytical skills to evaluate case management issues, problems and solutions.
- Must have the skills to work with desktop computers, using software products for the performance of case management and administrative tasks.
- Must have the ability to communicate effectively with a diversity of people to include judges, coworkers, attorneys, clients, community agencies/providers and the general public.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with a major in business, public administration, or a related field and three years of professional level experience in facilities management (other than residential properties), including administering leases, responsibility for maintaining safety and security compliance and the inspection and coordination of property maintenance and operations, with one year of supervisory work experience. OR a high school diploma or equivalent G.E.D. certificate and seven years of commercial office, industrial or business property management (other than residential properties), which includes administering leases, responsibility for maintaining safety and security compliance and the inspection and coordination of property maintenance and operations. OR any combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at the time of appointment. Preference may be given to candidates who have completed an Institute for Court Management certification.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs the majority of duties in an office environment with lifting up to 35 pounds.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Deputy Juvenile Court Administrator. The incumbent performs duties under limited supervision and has supervisory responsibilities for the division staff.

Date: 09/05/07  
Revised: 06/10/08, 5/1/09