



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

FACILITY MANAGEMENT UNIT MANAGER

Group-Section: Integrated Operations, Planning & Support Services/
Facility & Fleet Management
FLSA Status: Exempt
Bargaining Unit: MAPA
Salary Grade: 067
Job #: UM011

JOB SUMMARY

Responsible for managing a diverse range of building and support services across key locations, including MWD Headquarters building, Diamond Valley Lake Apprenticeship Center, District Housing, and various community facilities in the desert. Key responsibilities encompass the efficient and effective maintenance and safety of the building and its visitors and occupants. The role includes comprehensive oversight of food services, wellness center, parking facilities, landscaping, pest control, elevator services, and energy/water building conservation efforts. Additionally, the position entails management of essential services such as mail services and janitorial operations, while also providing expert guidance on office furnishings and layout for all Metropolitan facilities.

Furthermore, this position will be tasked with managing the maintenance of District housing along with both occupied and unoccupied structures on Metropolitan's leased property. ensuring they meet the highest standards of quality and safety.

OVERSIGHT

Oversight Received: Receives direction from the Section Manager or above.

Oversight Given: Manages and supervises a variety of staff.

JOB DUTIES

1. Performs day-to-day managerial responsibilities, including but not limited to evaluating the performance of the unit directly and indirectly through subordinate managers, reviews and approves operating procedures and systems, develops the unit vision and long-term strategies.
2. Develops the unit's vision, long and intermediate-term strategies, and priorities; and develops a business plan that supports the accomplishment of Metropolitan's objectives.
3. Reviews and approves proposed operating procedures and systems; reviews work plans to control costs, balance workloads, anticipate and avoid delays, and meet deadlines; monitors progress of the business plan and coordinates operational changes.
4. Oversees all unit staffing plans, personnel actions, and employee relations activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances.
5. Oversees the preparation of the annual unit budget; monitors expenditures; approves operating and capital expenditures; and reviews budget variance reports and implements necessary corrective action.

6. Manages all aspects of the Headquarters' 550,000-square-foot high-rise facility, including heating, ventilation, air conditioning, elevators, electrical, plumbing, lighting, energy/water conservation, building automation systems, Data Center Uninterruptable Power Supply, emergency systems, heliport, cafeteria, mail services, wellness center, special events, and reserved parking.
7. Oversees the Fire Safety Program for Headquarters, which includes facilitating inspections and ensuring compliance with city, state, and federal building codes, the Americans with Disabilities Act, and fire codes.
8. Serves as Incident Commander of the Emergency Response Program at Headquarters. Responsible for all incident response activities, including the development of strategies and tactics and the ordering and the release of resources.
9. Reviews lease proposals and manages the Headquarters tenant liaison activities. This includes addressing and resolving tenant complaints and working with current and prospective tenants to resolve issues.
10. Oversees office space design, planning, and relocation of employees and equipment and procurement of stand-alone and modular furniture for the District.
11. Manages all aspects of District housing, including lease management, maintenance activities that include heating, ventilation, air conditioning, electrical, plumbing, and lighting and capital improvement efforts.
12. Manages all aspects of housing, recreational, and building structure status and reliability; reviews workload and available labor resources; identifies facility operations, maintenance, and capital improvement projects; reviews and maintains accurate data in the corporate maintenance management system; reviews status reports related to the conditions of housing, recreation and building equipment and compliance with maintenance standards and all state and federal regulations; reviews and participates in the investigation of problems within structures; evaluates the causes, reviews the recommended remedies, and authorizes action to correct the situation.
13. Manages the assessment, maintenance, and repairs of occupied and unoccupied structures on leased land inside and beyond Metropolitan's service area.
14. Oversees Desert Region Guest and Facilities Services responsibilities in support of Conveyance & Distribution, External Affairs, Engineering Services, contractors, vendors, residents, and others in support of District work.
15. Represents Metropolitan when conducting business with District residents and/or guests. Directs the preparation of board letters and reports and makes presentations to executive management, the Board of Directors, and other audiences.
16. Oversees the Housing Management Program, which includes facilitating inspections and ensuring compliance with city, state, and federal building codes, the Americans with Disabilities Act, and fire codes; reviews lease proposals and their management, which includes addressing and resolving tenant complaints and working with current and prospective tenants to resolve issues.

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Adopted: 03/22/05

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17. Oversees the solicitation and contract management of all facility-related services. Conducts periodic assessments of facilities management functions and makes recommendations to improve cost efficiency and effectiveness; stays current with changing technologies and external business practices and considers their possible use at Metropolitan; oversees reengineering efforts and cost-benefit analyses.
18. Ensures compliance with local, state, and federal laws, regulations, and requirements; ensures all workplace health and safety policies and procedures are followed; ensures procedures are in place to avoid violations; and implements resulting recommendations from audits.
19. Performs other facility management-related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: Building management rules, laws, regulations, and procedures; building operations and maintenance; city state and federal building codes and regulations; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices, concepts and procedures; management and supervisory concepts and techniques; negotiation techniques; project management; contract administration; and trends and emerging technologies of private and public business practices related to facilities; computerized maintenance management systems.

Required Skills and Abilities to: Manage a diverse workforce; plan, organize, and review the work of subordinates; facilitate teamwork; mentor, develop, and motivate staff; devise long-term planning strategies; exercise judgment and discretion; direct building construction and maintenance professionals in many disciplines; provide strong customer service; effectively analyze complex facilities and organizational issues and problems; communicate orally and in writing on administrative and technical topics; represent Metropolitan in negotiations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, vendors, contractors, consultants, and the public; and use standard business applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment (required at time of application)

Registrations

- None

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DESIRABLE QUALIFICATIONS

- Facility Management Certificate

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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 standard 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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements.