

**City of San José**  
**CLASS SPECIFICATION**

**Title: Building Management Administrator (3228)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Deputy Director	Exempt

**CLASS SUMMARY**

Under general direction, performs work of considerable difficulty in planning, organizing and directing a comprehensive building management program on a Citywide basis. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Building Management Administrator classification typically reports to the Deputy Director and is responsible for planning, organizing and directing the management of a building maintenance program of multiple City owned buildings across various departments. Responsibilities include supervising trades and contractors that execute building operation and maintenance, repair and modification, space management, security, and facility assessments and sustainability planning. Incumbents in this classification will also be responsible for fiscal management. This class differs from the Building Maintenance Superintendent in that it has overall management and direction of building maintenance services. It differs from the Deputy Director which has responsibility for the management and oversight of daily operations, programs, and services of multiple divisions within a City department and serves as Department Director in their absence.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Completion of a Bachelor's Degree and four (4) years of increasingly responsible experience, in building facilities management, including four (4) years of supervisory experience.

**Acceptable Substitution**

Eight (8) years of increasingly responsible experience in building facilities management, including four (4) years of supervisory experience, may be substituted for both the education and the experience requirements.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid California driver's license may be required.
- As a condition of employment, incumbents may be required to use their personal vehicles in the performance of job duties.
- Certified Facility Management credential may be required.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

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**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Technology Use/Management – Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.
- Leadership Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational support and direction.
- Project Management – Ensures support for projects and implements agency goals and strategic objectives.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Collaboration – Develops networks and builds alliances; engages in cross-functional activities.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Ensures maximum effectiveness of functions through subordinate supervisory personnel, with emphasis on systems and procedures involved.	Daily
2.	Prepares and controls the execution of the building management budget.	Intermittent
3.	Plans, organizes and directs a comprehensive building management program on a Citywide basis.	Intermittent
4.	Directs the preparation of work orders and estimates of staff and materials required for projects.	Daily
5.	Responsible for fiscal management needed for the tasks, projects, contracts and staffing necessary for successful project implementation.	As Required
6.	Maintains and coordinates effective working relationships with staff in other departments.	Daily
7.	Directs and controls an effective preventive maintenance program for all mechanical equipment.	Intermittent
8.	Prepares and controls annual operating budget, expenditure projections and prepares reports as required to effectively monitor expenditures throughout the year.	As Required
9.	Directs the contract administration and inspection unit for custodial services and building maintenance and repair activities.	Daily
10.	Directs the study of organization, operations and services and determines recommendations to effect improvements in economy, efficiency, quality of organization, operations and services.	As Required
11.	Plans, directs and reviews staff assignments and work; makes recommendations regarding important personnel actions such as hiring, promotion, demotion, discipline, separation and other matters.	Daily
12.	Ensures various alarm components and call boxes are maintained on an as-needed basis.	Intermittent
13.	Ensures that electrical systems in buildings, parks and lighted sports fields are inspected, maintained and modified.	As required
14.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

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The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person, in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 7/84, Rev. 8/86, Rev & Ret 11/87, Rev 10/20; s002*