

**Contract Manager (Sr.
Facilities Manager)-
Southern California**

Organization Name Jacobs Engineering
5757 Plaza Drive
Cypress, CA 90630

Primary Job Responsibilities

Assists in overall managerial and technical direction for the execution of the Facility Management services defined in the Contract's Statement of Work (SOW). Manages field activities throughout Southern California. Directs through subordinate managers, as warranted by the total program scope. Provides direction to subordinates based on general policies and management guidance. Accomplishes tasks through supervision of experienced employees who exercise significant latitude and independence in their assignments. Work is reviewed upon completion for adequacy in meeting objectives. Interprets and executes policies that affect subordinate units. Often heads a centralized functional activity. Functions as an advisor to a unit regarding tasks, projects, and operations. Conducts customer meetings and participates in technical meetings. Financial and operational responsibility for overall region including technical contractual activities and development of client interfaces to promote continuing relations. Establishes and maintains day-to-day communications and close working relationship with client representative to ensure owner satisfaction: Oversees the development of proposals, estimates, technical evaluations, and budgets: Performs annual review of contracts and negotiates any change orders approved by company management: Administers contracts in accordance with cost, schedule, safety, and other project controls: Staffs assigned projects with qualified salaried and craft personnel; supervises project personnel through subordinate leaders: Approves salaried rate changes; renegotiates craft wage rate changes annually with owner.

Training and Experience

BS Construction Management, Operations Management, BA Architecture or equivalent.. At least 10 years supervisory or equivalent experience in facility operations and management environment is necessary. Thorough knowledge of all aspects of facility operations, management and maintenance is required. Strong track record of strict adherence to policies, procedures and standards, and Health/Safety/Environmental(HSE) policies. Excellent communication, organizational, supervisory and planning skills are required to promote a 360-degree teamwork environment. Familiarity with union jurisdictions and labor agreements is desirable. Computer literacy and knowledge of computerized maintenance management systems is essential. CFM/FMA certification preferred.

Other Essential Functions

Strategic Leader who directs the overall execution of the Facility Management services. Interface directly and communicate

frequently with the Customer Regional and District Managers. Responsible for managing and exceeding customers expectations. Interface and communicate with the Court Executive Officers, Court Services Directors and Court. Facility Coordinators to obtain feedback on priorities and expectations. Recruit, screen and hire Team Jacobs field management personnel. Establish and enforce Program Procedures, with special emphasis on HSE and Quality. Implement and champion the Cost savings program. Assign roles and responsibilities for the delivery of contract field services. Hold field services personnel accountable for delivering exceptional customer service. Measure and track execution of work orders to ensure they meet AOC quality, time and budget requirements. Review work progress against baseline schedules and cost estimates, and initiate necessary recovery actions. Assist in the development of Program plans (Quality, HSE, Facility Transition, Master Maintenance, Refrigerant Management, Water Management, Roof Management and Hazardous Waste Management). Ensure assigned Team members implement and adhere to Program plans. Develop Resolve issues that arise in implementation of the work. Manage Key Performance Indicator (KPI) tracking and present the semi-annual report to the AOC Performance-based Compensation Review Board. Assist in the review and approval of subcontractor invoices for payment. Help prepare and present weekly and monthly reports to the AOC during regularly scheduled review meetings. Participate in and help prepare monthly Designated Project Executive Reviews.

Physical Requirements

Must be capable and licensed to operate motor vehicles and pass FBI background check required by the California Court System.

Qualified candidate may apply at www.jacobs.com REF: IRC24628

Jacobs Engineering Group, Inc. provides equal opportunity to all qualified individuals regardless of race, color, religion, age, sex, national origin, veteran status, disability or any other characteristic protected by law.