NEW MEXICO JUDICIAL BRANCH

COURT FACILITIES MANAGER

(Classified or At-will)

TARGET SALARY: $66,514-$133,026 annually, or $31.978-$63.955 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1241JB (Classified) 1242JB (At-Will)
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction manage and oversee facility maintenance and security operations of a court or agency, and/or parking structure.

EXAMPLES OF JOB DUTIES

- **The Court Facilities Manager** is responsible for managing and evaluating vendors and recommending award contracts for, but not limited to, janitorial services, heating, ventilation, and air conditioning (HVAC), security, elevator maintenance, and overall maintenance of the building, grounds keeping and parking structure and retail space within the structure.
- Prepares specifications, and requests for proposals, and conducts bid conferences in accordance with New Mexico State Procurement Code.
- Conducts meetings with contractors and interacts with contract employees, ensuring all contractual work is completed according to specifications outlined in the contracts.
- Oversees security operations for the building to ensure the welfare and safety of all employees and the public.
- Coordinates physical moves on and off-site for court furniture, equipment, or other court property.
- Determines access level of each employee or contract person and maintains video badge system software to create a photo ID of each.
- Develops and trains evacuation policy while serving as Fire Safety Officer for the building.
- Forecasts needs and prepares budget requests by projecting needs and costs for the facility and maintenance of the courthouse, parking structure, and retail space.
- Handles complaints from division heads, employees, and the public on the operations of the building.
- Recommends and justifies requests for each budget line item.
- Provides prices and other information for furniture, equipment, and maintenance and repairs for the building.
- Determines and addresses overall needs and/or concerns for building repairs.

- Handles complaints from division heads, employees, and the public on the day-to-day operations of the building.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of New Mexico State Procurement Code, Americans with Disabilities Act (ADA); security operations; OSHA laws, rules and regulations; city and state building codes; mechanical systems, basic electricity, lighting and plumbing, masonry and general construction; budget process and financial information; and purchasing process and different types of contracts; and supervisory and management techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Finance, Business Administration, Public Administration, Architecture, or a directly related field.

> **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Three (3) years of administrative experience in procurement, purchasing, contract management, program/project management, facilities maintenance and management, construction management, and/or building maintenance, and two (2) years of supervisory experience.

> **Experience Substitution:** Additional relevant education may substitute for experience at a rate of thirty (30) semester hours equals one year of experience. Education may not substitute for supervisory experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks

- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 06/01/04, Rev: 05/14/10, 10/28/16, 03/09/20, Benefits updated: 02/26/21; Rev: to incl at-will 12/06/21, Audited 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.