NEW MEXICO JUDICIAL BRANCH

STATEWIDE FACILITIES MANAGER
(Classified)

TARGET SALARY: $76,005-$152,011 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9431JB
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, plan, organize, direct, and manage facility maintenance and security operations.

EXAMPLES OF JOB DUTIES

- **The Statewide Facilities Manager** is responsible to oversee the development, design, construction, and/or retrofit of multiple statewide projects including space management and planning.
- Supervises facilities program staff.
- Determines, addresses, and coordinates necessary building maintenance services such as building repairs.
- Responsible for daily facilities operation statewide, manage operating expenditures, and forecasts needs and costs for facilities and maintenance.
- Collaborates with justices, judges, court administration, and other stakeholders in developing and maintaining court facilities.
- Coordinates the design, purchase, inventory, and installation of furniture and equipment.
- Evaluates proposals and recommend contract awards for the overall maintenance of the building, and surrounding areas including land, construction, design, professional services, furnishings, equipment, etc.
- Negotiates with contractors, landlords, and vendors to purchase materials and/or equipment needed to maintain the building.
- Provides direction to contractors while monitoring and evaluating compliance.
- Initiates, develops, plans, monitors and evaluates program operations and performance measures.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of technology, design, and construction requirements; integrated security systems; HVAC, plumbing, and mechanical installations; power, low voltage, and lighting systems; Americans with Disabilities Act (ADA);

laws, rules and regulations; local and state building codes, fire codes for public buildings; masonry, and general site conditions; the NM State Procurement Code, tracking projected and expended project/program funds; facilities management; legislative process; OSHA; principles and practices of public and court administration; New Mexico Criminal Justice Information System; basic contract law; and New Mexico Judicial Branch Personnel Rules and Regulations.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Finance, Business Administration, Public Administration, Architecture, Engineering or a related field.

> **Education Substitution:** Associate's Degree plus two years of directly related experience in facility management, courthouse design, and/or construction may substitute for Bachelor's Degree.

Experience: Six (6) years of administrative experience in procurement, purchasing, contract management, program and/or project management, facilities maintenance and management, construction management or real estate law; plus one (1) year of supervisory experience.

> **Experience Substitution:** Additional relevant education may substitute for experience at a ratio of 30 semester hours to one year of experience, up to two years of substitution. Education may not substitute for supervisory experience.

> **Supervisory Substitution:** Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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, employee assistance 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: 04/01/16, Rev: 11/01/19, Benefits updated: 02/26/21, Audited 12/31/22, Rev Page Range: 07/08/23, Rev: 03/24/15 correction to supervisory substitution Rev Pay Range: 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.