NEW MEXICO JUDICIAL BRANCH

SUPREME COURT FACILITIES MANAGER
(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: 1234JB
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practice and procedure and the appointment and oversight over committees, boards, and commissions.

GENERAL STATEMENT OF DUTIES

Acting under general direction, manage and oversee the Supreme Court Facilities Division including capital investment programs and the maintenance operations of the Supreme Court Building and grounds. This position will report directly to the Chief Justice of the Supreme Court.

EXAMPLES OF JOB DUTIES

- **The Supreme Court Facilities Manager** is responsible for coordinating facility improvements, overseeing, negotiating, monitoring, and managing vendors and recommending the award of contracts for, but not limited to, janitorial services, heating, ventilation, and air conditioning (HVAC), elevator maintenance, and overall maintenance of building, grounds, and parking area.
- Supervises the Supreme Court Building Commission including the Building and Grounds Superintendent.
- Represents the Supreme Court at external meetings with outside agencies, entities, and the public.
- Prepares specifications and requests for proposals, and conducts bid conferences in accordance with New Mexico State Procurement Code.
- Assists with fiscal matters pertaining to the maintenance of the building, such as requesting purchase orders and approving invoices.
- Develops and monitors Capital Improvement Projects, and reviews and processes payments for capital expenditures.
- Assists with the preparation of the annual budget.
- Supervises construction and renovation projects, conducts project evaluations, and develops recommendations for future improvement projects.

- Conducts meetings with contractors and interacts with contract employees ensuring all contractual work is completed and according to specifications outlined in the contracts.
- Establishes and approves procedures to investigate, analyze, and evaluate incidents and losses, and work with the Supreme Court Security Division to submit reports to the Supreme Court Chief Appellate Clerk.
- In consultation with the Supreme Court Chief Appellate Clerk and the Building and Grounds Superintendent, forecasts needs and prepares budget requests by projecting needs and costs for the facility and maintenance of the courthouse building, grounds, and parking area.
- Manages requests for quotes and other information related to the procurement of supplies, furniture, equipment, maintenance, and repairs.
- Approves expenditures and manages inventory control of supplies, parts, tools, and equipment.
- Addresses employee security concerns and handles complaints from employees and from the public on the operations of the building.
- Recommends and justifies requests for each budget line item; provides pricing and other information for furniture, equipment, maintenance, and repairs for the building.
- Determines and addresses overall needs and/or concerns for building repairs, reviews remodeling requests, and provides recommendations.
- Prepares reports and makes recommendations to the Supreme Court Chief Justice and to the Supreme Court Chief Appellate Clerk regarding building management priorities and staffing.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the 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, and masonry and general construction; budget process, financial information, and general operations of a court system; purchasing process and different types of contracts; principles and practices of public administration; and supervisory and management techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Finance, Business Administration, Public Administration, Architecture, Engineering, Management, 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 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.

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 two (2) years 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

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History of Job Description: Dev: 03/17/22, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev (removed security duties): 05/13/24 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.