

Facilities Project Manager

Position Description

The Facilities Project Manager is assigned to the Oversight Team and reports to the Oversight Manager. The Facilities Project Manager oversees the planning, design, construction, remodeling and renovation of LAC facilities.

Responsibilities

1. Oversee the planning, design, construction, remodeling and/or renovation of LAC facilities
2. Ensure the facilities are compliant with the Americans with Disabilities Act (ADA)
3. Coordinate with Purchasing Representative for the initiation and set up of needed services and equipment, to include those identified in Attachment P-LAC Checklist Template
4. Consult with Finance Representative on cost documentation requirements
5. Coordinate with Department of Public Works (DPW) Carto Services team for free-standing signs, banners, name badges, A-frame signs, and wall signs identifying LACs
6. Serve as Point of Contact for contracted services
7. Coordinate transportation services of equipment and human resources to and from LACs
8. Coordinate with onsite Facility Operations Representative
9. Coordinate return of rentals and equipment
10. Participate in the Demobilization Plan ensuring facility is restored to original or agreed upon status

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Assess the status of your available resources
- Contact counterparts in home agency and establish lines of communication
- Coordinate with Department of General Services Security Manager to arrange and allocate security resources for LACs

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Report situation status and resource status to the Oversight Manager and your home agency, as necessary
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Coordinate with LAC Facility Operations Representative to ensure proper management and/or maintenance of contracted services and equipment

Deactivation Phase Actions

- Coordinate with Oversight Manager to plan and execute the LAC Demobilization Plan
- Ensure that all required forms and reports are completed
- Contact any of your department/agency staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

