



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: June 11, 2026

To: Board Directors

Attn: Brad Richter
President

From: Fire District Staff

Subject: Facilities Manager Position

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff is asking the Board of Directors to create a Facilities Manager position in Policy 1007, Personnel Positions, with a corresponding wage range in Policy 1004, Schedule C Employees Salary and Wage Ranges. Also the Staff Accountant wage has not been updated for several years.

BACKGROUND:

The District Board authorizes the type and number of positions that are hired within the District. The District identifies positions that are either funded through the CalFire Schedule A program or through the District Schedule C Program. Regardless of the funding source, the number of positions is limited to the approved number of positions in Policy 1007, Personnel Positions.

DISCUSSION:

Staff has identified the need to add a Facilities Manager position to the Schedule C program. The Facilities Manager position will have responsibilities and duties as identified in the attached job duty statement.

The Staff Accountant wages have been updated since the District plans to hire for the position soon.

ALTERNATIVES:

1. Make no changes at this time.
2. Propose developing a different wage range than proposed.


IMPACTS (*Consider potential consequences related to each of the following areas of concern for proposed alternatives*):

- Fiscal – No known impacts. The position is already identified and funded in the Schedule C program budget for Fiscal Year 26/27.
- Operational – No known impacts
- Legal – No known impacts
- Labor - No known impacts
- Sociopolitical - No known impacts
- Policy – Updates the current policies related to personnel positions
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency - No known impacts

RECOMMENDATION:

It is recommended by Staff that the District Board of Director's approves Policy 1004, Schedule C Employee Salary and Wage Ranges and Policy 1007, Personnel Positions as presented

APPROVED:



Josh I. Chrisman, Administration Officer

June 11, 2026

Date



FRESNO COUNTY FIRE PROTECTION DISTRICT

FACILITIES MANAGER

- STATUS:** Non-Safety, Full-time
- Reports to:** Assistant Chief or Designee
- SUPERVISION:** Facilities Maintenance Technician(s), Contractors, and Vendors
- LOCATION:** 9594 E. American Ave., Del Rey, CA 93616
- HOURS:** 40-hour work week Monday through Friday. May be required to work additional hours as needed.

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the maintenance, repair, improvement, and construction of District facilities and infrastructure. Serves as the District's lead representative for facility maintenance operations, capital improvement planning, and construction project coordination. Develops and implements preventive maintenance programs, manages facility-related contracts and vendors, oversees work order systems, and supports the planning, design, construction, and closeout of District capital projects.

This is a working supervisor position that combines administrative, project management, and field responsibilities to ensure District facilities remain safe, functional, reliable, and operationally ready to support emergency response services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilities Maintenance Program Administration

- Develops, implements, and manages a comprehensive preventive maintenance program for District facilities and infrastructure.
- Establishes and maintains a facility work order management system.
- Prioritizes maintenance and repair activities based on operational impact, life safety, risk exposure, and budget considerations.
- Conducts routine facility inspections and condition assessments.
- Maintains facility asset inventories including building systems, HVAC equipment,

generators, bay doors, roofing systems, plumbing systems, electrical systems, and related infrastructure.

- Develops maintenance schedules and service intervals for District assets.
- Maintains records related to repairs, inspections, warranties, maintenance activities, and vendor services.
- Responds to facility emergencies and coordinates corrective actions.

Capital Improvement Planning

- Develops and maintains a multi-year Capital Improvement Plan (CIP) for District facilities and infrastructure.
- Conducts facility condition assessments and identifies long-term repair, replacement, and expansion needs.
- Prepares cost estimates, project priorities, and recommended funding schedules.
- Monitors facility lifecycle replacement needs and deferred maintenance requirements.
- Provides recommendations to District leadership regarding facility investments and capital projects.
- Assists in developing annual facility maintenance and capital improvement budgets.

Construction and Capital Project Management

- Serves as the District's Owner's Representative for facility construction, renovation, and remodeling projects.
- Coordinates planning, design, and construction activities with architects, engineers, consultants, contractors, and District stakeholders.
- Participates in project development meetings and design review processes.
- Tracks project schedules, budgets, deliverables, action items, and milestones.
- Reviews project documentation including plans, specifications, submittals, requests for information, and closeout documents.
- Coordinates construction site access and operational impacts to District personnel.
- Conducts project inspections and develops punch lists.
- Coordinates project acceptance, warranty administration, and closeout activities.
- Maintains project records and documentation.

Contract and Vendor Administration

- Develops scopes of work for maintenance, repair, and construction projects.
- Solicits and evaluates contractor proposals, bids, and quotations.
- Coordinates contracted services and monitors contractor performance.
- Ensures work is completed in accordance with contract requirements and District expectations.
- Reviews invoices and verifies completed work prior to payment.
- Develops and maintains service agreements for specialized facility systems and equipment.
- Serves as primary liaison between District personnel and contracted service

providers.

Facilities Operations and Field Work

- Performs and supervises skilled and semi-skilled maintenance and repair activities.
- Assists with facility repairs, improvements, and emergency response activities as necessary.
- Provides technical guidance and direction to maintenance personnel.
- Coordinates facility access and work scheduling with station personnel.
- Ensures work activities are conducted safely and in compliance with applicable regulations.
- Inspects completed work for quality and compliance.

Supervision

- Plans, assigns, reviews, and evaluates work performed by assigned maintenance personnel.
- Provides training, coaching, and performance feedback.
- Establishes work priorities and schedules.
- Promotes safe work practices and regulatory compliance.
- Assists in the development of departmental goals, objectives, policies, and procedures.

Administrative Responsibilities

- Prepares reports, correspondence, project updates, and budget recommendations.
- Maintains facility and project records.
- Tracks expenditures and monitors budgets.
- Prepares presentations and reports for District leadership and the Board of Directors.
- Researches grants, funding opportunities, and facility-related programs.
- Participates in strategic planning efforts related to District facilities and infrastructure.

Typical Facility Systems and Assets Managed

- Fire Stations
- Headquarters Facilities
- Fleet Maintenance Facilities
- Training Facilities
- Administrative Buildings
- HVAC Systems
- Emergency Generators
- Apparatus Bay Doors
- Roofing Systems
- Plumbing Systems
- Electrical Systems

- Fire Alarm Systems
- Fire Suppression Systems
- Fuel Systems
- Exhaust Removal Systems
- Security Systems
- Site Improvements
- Fencing and Gates
- Parking Areas and Roadways

MINIMUM QUALIFICATIONS:

Knowledge of:

- Building maintenance and repair practices.
- Construction methods, materials, and terminology.
- Preventive maintenance principles.
- Contract administration and vendor management.
- Budget preparation and expenditure tracking.
- Construction project coordination and documentation.
- Occupational safety practices and regulations.
- Building systems including HVAC, plumbing, electrical, and roofing systems.
- Computer software including Microsoft Office and maintenance management systems.

Skill in:

- Providing customer service, including dealing with people in sensitive situations and problem resolution.
- Making presentations and conducting meetings.
- Performing mathematical calculations
- Use of computers, computer applications, and software.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, vendors, and the general public, etc., sufficient to exchange or convey information and to receive work direction.

Ability to:

- Plan, organize, and prioritize multiple projects and assignments.
- Develop and maintain effective working relationships.
- Interpret plans, specifications, and technical documents.
- Prepare reports and maintain records.
- Analyze facility conditions and recommend solutions.
- Coordinate contractors and consultants.

- Communicate effectively both orally and in writing.
- Work independently with minimal supervision.
- Exercise sound judgment and decision-making.

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

Five (5) years of progressively responsible experience in facilities maintenance, construction management, building operations, public works, project management, or a closely related field.

Two (2) years of lead worker, supervisory, project coordination, or management experience is highly desirable.

LICENSES AND CERTIFICATIONS

- Valid California Driver License.
- Ability to obtain and maintain District driving authorization.
- OSHA 10 or OSHA 30 certification desirable.
- Construction management, facilities management, or project management certifications desirable.

PHYSICAL DEMANDS

- Ability to walk, stand, climb, bend, stoop, kneel, and work in varying weather conditions.
- Ability to climb ladders and access roofs and elevated work areas.
- Ability to lift and carry materials and equipment.
- Ability to operate District vehicles, tools, and equipment.
- Ability to respond to facility emergencies during and after normal business hours.

Schedule C Employee Salary and Wage Ranges

1004.1 SCOPE AND PURPOSE

To provide Fresno County Fire Protection District Administration with guidelines regarding wage ranges for approved Schedule C positions.

1004.2 POLICY

1. This policy shall apply to all Schedule C employees of the District as described in the Personnel Positions Policy.
2. Employees must be hired at a wage level within the range for the position, normally at the minimum wage within the range, except where a higher wage level is justified in the District's discretion due to experience or other factors.
3. Employees will have their performance reviewed annually, in or about October of each year.
4. In conjunction with the performance review, each employee's compensation will be reviewed on an annual basis.
5. Annual wage increases are not guaranteed, but are in the District's discretion considering individual performance and the District's financial condition. Wage increases shall not exceed 5% per year, but under no circumstance shall an employee wage increase beyond the maximum wage for the employees' position.

1004.2.1 WAGE RANGES

The salary and wage ranges are defined in the Schedule C Employee Salary and Wage Ranges Attachment:

[See attachment: Schedule C Employee Salary and Wage Ranges Attachment 6_17_26.pd](#)

Attachments

Schedule C Employee Salary and Wage Ranges Attachment 6_17_26.pdf



FRESNO COUNTY FIRE

PROTECTION DISTRICT
Avenue

210 South Academy

Sanger, California 93657
Telephone: (559) 493-4300
Fax: (559) 875-8473

POLICY NO.: 1004
SUBJECT: Schedule C Employee Salary and Wage Ranges
REVISION DATE: 06/17/2026
EFFECTIVE DATE: 06/17/2026

<u>Administrative Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.00	\$62,400
Maximum Wage	\$38.29	\$79,640

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$24.31	\$50,565

<u>Administrative Officer</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Salary	\$47.45	\$98,700
Maximum Salary	\$60.56	\$125,965

<u>Automotive Technician</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$25.00	\$52,000
Maximum Wage	\$31.91	\$66,366

<u>Emergency Fire Dispatcher II</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$27.56	\$57,330
Maximum Wage	\$31.91	\$66,367

<u>Emergency Fire Dispatcher III</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.39	\$63,206
Maximum Wage	\$38.78	\$80,669

<u>Equipment Services Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$28.14	\$58,535

Facilities Manager	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$55.00	\$114,400
Maximum Wage	\$70.20	\$146,007

Facility Repair Coordinator	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

Fleet Services Technician	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

Fire Inspector	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$25.41	\$52,858
Maximum Wage	\$30.89	\$64,246

Fire Inspector, Senior	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$32.44	\$67,475
Maximum Wage	\$39.43	\$82,016

Fire Inspector, Part-Time/Temporary	<u>Hourly</u>	<u>Annual</u>
Wage	\$18.00	\$37,440

Heavy Equipment Mechanic	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

IT Administrator I	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.85	\$60,008
Maximum Wage	\$36.82	\$76,588

IT Administrator II	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$38.66	\$80,415
Maximum Wage	\$49.34	\$102,627

Special Projects Analyst (Part-time)	<u>Hourly</u>	<u>Annual</u>
Wage	\$27.00	\$42,120

Staff Accountant	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$29.50	\$61,360
Maximum Wage	\$35.86	\$74,589

Personnel Positions

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive list of all employee positions and their associated classification specifications within the District.

1007.2 POLICY

It is the policy of the Fresno County Fire Protection District to obtain District Board of Directors approval for all full-time, part-time and part-time on-call District employee positions. All District positions will have a classification specification.

1007.3 PROCEDURE

The District Board of Directors and the Fire Chief will direct the development and maintenance of the classification specifications. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

1007.4 PERSONNEL POSITIONS

The Fresno County Fire Protection District Board of Directors has approved the following personnel positions as full-time or part-time employees of the Fire District:

1007.4.1 FULL-TIME DISTRICT EMPLOYEES

- **Administrative Analyst** (1 position)
- **Administrative Assistant** (3 positions, Protection & Planning, Training, Headquarters, or shop)
- **Administrative Officer** (1 position)
- **Emergency Fire Dispatcher I** (Not to exceed 7 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Emergency Fire Dispatcher II** (Not to exceed 7 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Emergency Fire Dispatcher III** (Not to exceed 7 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Equipment Services Assistant** (2 positions)
- [Facilities Manager](#) (1 position)

Fresno County Fire Protection District

Policy Manual

Personnel Positions

- **Facilities Repair Coordinator** (1 position)
- **Fire Inspector** (3 positions)
- **Senior Fire Inspector** (1 position)
- **Fleet Services Technician** (1 position)
- **Automotive Technician** (1 position)
- **Heavy Equipment Mechanic** (3 positions including Schedule A)
- **Information Technology Administrator I** (Not to exceed 1 position in any combination of the IT Administrator Classification Series)
- **Information Technology Administrator II** (Not to exceed 1 position in any combination of the IT Administrator Classification Series)
- **Staff Accountant** (1 position)

1007.4.2 PART-TIME DISTRICT EMPLOYEES

The Fresno County Fire Protection District Board of Directors has approved the following part-time positions as regular part-time employees of the Fire District:

- **Special Projects Analyst** (1 position)
- **Fire Inspector** (1 position)

1007.4.3 PART-TIME ON-CALL EMPLOYEES (PAID-CALL FIREFIGHTERS)

The Fresno County Fire Protection District Board of Directors has approved the following part-time on call positions (Paid-Call Firefighters):

- **Paid-Call Firefighters** (21 positions)