

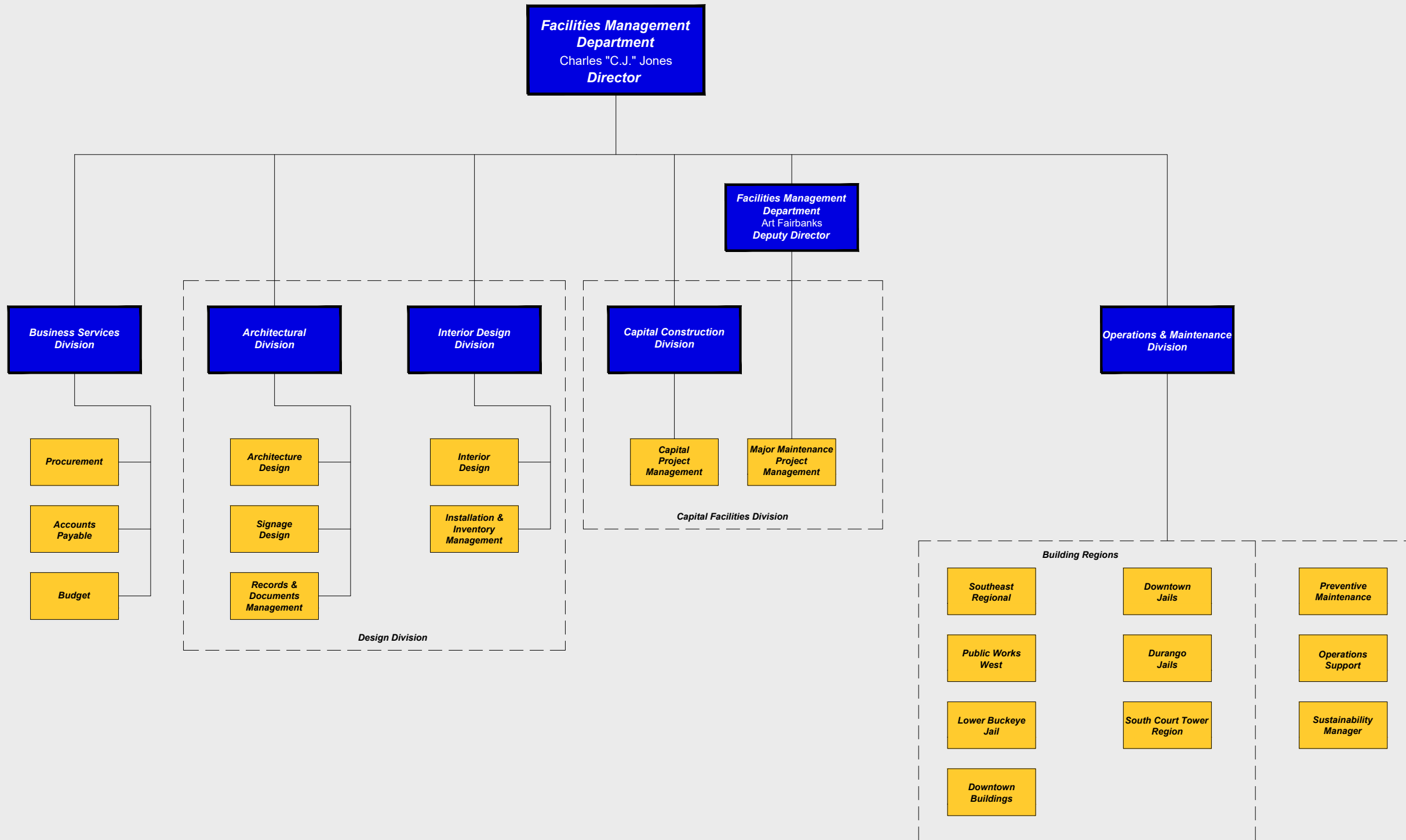


FACILITIES MANAGEMENT  
DEPARTMENT  
401 W. JEFFERSON ST.  
PHOENIX, AZ 85003

# FACILITIES MANAGEMENT DEPARTMENT ORGANIZATIONAL CHART

October 18, 2022

*We design, build, operate, and maintain all  
Maricopa County facilities across the County.*



## DESIGN AND CONSTRUCTION

### CAPITAL FACILITIES DIVISION

The Capital Facilities Division (CFD) consists of project managers with training and education as architects, engineers and construction managers. The group performs various responsibilities, including:

- Management and coordination of approximately 200 approved and funded construction projects per year, ranging from new capital facilities to tenant improvements within existing County facilities and properties and using a range of delivery methods such as Job Order Contracting, Construction Manager At Risk (CMAR) and Design-Bid-Build.
- Development of conceptual budgetary estimates for approximately 300 proposed projects per year.
- Recommendations for and proactive implementation of facility upgrades as part of an annual Major Maintenance program and Five-year Facility Project Plan.

### DESIGN DIVISION

The Design Division consists of architects, interior designers, signage designers and inventory specialists. The group performs various responsibilities, including:

- Architectural programming and design to a schematic level to identify and document space needs for County departments in their respective facilities.
- Design and modifications to interior working environments and furniture configurations.
- Management of the Maricopa County Geographic Information System (GIS) Facility Structures mapping.
- Management of the County's used furniture inventories.
- Review of and upgrades to facility signage designs.
- Organization and archiving of County facility and project drawings and documents.

## OPERATIONS AND MAINTENANCE

The responsibility of the Operations and Maintenance Division is to provide the County's facilities portfolio with the essential services necessary to properly maintain 250 properties with a combined total of 10.4 million gross square feet.

### BUSINESS SERVICES

The Business Services division provides services such as budgeting, accounting, financial reporting, customer service, and procurement for the department. This group has the task of providing stewardship for approximately \$88 million in annual resources for the operations, maintenance, and remodel/renovation of County facilities. Business Services also oversees capital improvement funds that vary from year to year, depending upon the quantity of projects approved by the Board of Supervisors.

Our procurement staff supports the department with the administration of construction, services, and commodities contracts that are utilized by the department and serve as the liaison to the County's Office of Procurement Services on Article 3 and Article 5 procurement functions.