



MEMORANDUM

Date: March 15, 2016

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Appointment of Facilities Management Director**

I am pleased to announce the appointment of Ms. Lisa Josker to the position of Pima County Facilities Management Director effective immediately.

Ms. Josker has a broad range of facilities management experience spanning more than 29 years, including nearly 19 years in the County's Facilities Management Department. She has served as the Department's Deputy Director since 2008, as well as Interim Director through two leadership transitions in Facilities Management. Ms. Josker's resume is attached for your information and review.

Please join me in congratulating Ms. Lisa Josker on her appointment to Facilities Management Director. I am confident she will serve Pima County well as she has done for the past 19 years.

CHH/mjk

Attachment

c: The Honorable Kyle Bryson, Presiding Judge, Superior Courts
Elected Officials
Appointing Authorities
Lisa Josker, Director, Facilities Management

Lisa L Josker

SUMMARY OF QUALIFICATIONS

Professional

- 29 years experience in complex principles and practices of architectural project management and facilities program development and administration.
- Well-versed in principles and practices of organization and business administration.
- Knowledgeable in relevant laws, rules, regulations and building codes.
- Able to liaise with interdepartmental and external stakeholders.
- Experienced with recruitment, selection and training of organization team members.
- Responsible for budget development and managing budgets and costs.
- Knowledgeable with procurement methods for architectural and facilities related professional services and material suppliers.
- Educated in principles of training, supervision and performance evaluations.
- Experience with associated regulatory compliance.
- Experienced with process improvement.
- Skilled in interpersonal / client relations.
- Trained in problem resolution.
- Experienced in project development and implementation.
- Committed to environmental stewardship and sustainability.

Personal

- Organized, attentive to detail.
- Communicates clearly and concisely.
- Able to analyze problems and identify solutions.
- Experienced at establishing and maintaining cooperative and collaborative working relationships.

WORK EXPERIENCE

Interim Facilities Management Director, Pima County Facilities Management, Tucson, AZ, 2007 - 2008, 2014, 2016

- Directed the smooth and continuous operation of ongoing obligations during management transition.

Deputy Director Facilities Management, Pima County Facilities Management, Tucson, AZ, 2008 – Present

- Development and oversight of departmental budgets totaling \$20.5 million.
- Groups reporting directly include Garages management, Architects and Interior Designers, Business Services, Capital Improvement program management, Software management and training, and routine maintenance.
- Daily interaction with Director regarding strategic organization planning and project planning implementation.
- Strategizing of project problem resolutions.
- Special projects for the director involving personnel, project, and process issues.
- Helped implement directors vision and strategic plan for the department.

Construction Division Manager, Pima County Facilities Management, Tucson, AZ, 2001 – 2008

- Performed architectural and engineering reviews of plans and specifications for all Pima County owned building projects.
- Reviewed project scopes for major construction and maintenance projects.
- Liaised with in-house and external architectural/engineering consultants.
- Reviewed construction project contracts and budgets before and during construction.
- Created CMS Division budget.

AREAS OF EXPERTISE

Property Management
Project Management
Space Management
Productivity Improvements
Building and Grounds
Management
Budget Development
Procurement and
Contracts
Space Planning
Safety Compliance
Construction Management
Crisis Intervention
Marketing
Contract Compliance
Facilities Management
OSHPD, CA

- Liaised with intradepartmental divisions and other Pima County Departments for transitions both before and after construction projects.
- Enforced policies and procedures within CMS Division.
- Inspected building construction for compliance with drawings, specifications, and codes.
- Advised incorporation of features, detailing, and/or other changes to construction contract documents for more efficient building management after construction completion.
- Implemented new administrative procedures for construction inspectors.
- Wrote Procedures Manual for division.
- **Representative Projects**
 - *Pima County Justice Court / Tucson City Court Complex*
 - Coordinated construction progress.
 - *Pima County Sheriff's Department Adult Detention Center Jail*
 - 156,064SF and \$32M expansion and remodel of holding areas, medical and lockdown units, housing units, and kitchen.
 - *Kino Hospital*
 - Monitored construction and coordinated activities for complete renovation of three floor areas.
 - *Herbert K. Abrams Building*
 - \$187,000SF new 4-story offices and conference center. \$23.76M.
 - *Kino Service Center*
 - 3-story new office building. \$2.76M.

Crisis Interventionist & Building Manager, Southern Arizona Center Against Sexual Assault (SACASA), Tucson, AZ, 2000 - 2001

- SARS Advocate and Crisis Interventionist
 - Answered hotline calls and made referrals.
 - Provided support at local hospital for sexual assault victims.
- Building Manager
 - Managed all aspects of the building, building systems, and building inspections and repairs.
 - Wrote and managed contracts and schedules.
 - Conducted Human Resources work: set up interviews, created and updated victim files, created database reports, managed and maintained funding resources, prepared and sent funding mandated reports.

Senior Project Manager, Harrington & Associates, Architects, Tucson, AZ, 1999 - 2000

- **Representative Project**
 - *National Health Service Indian Health Centers: Sells, AZ*
 - Full Phase project responsibilities included client contact, project scoping, design and in-house drafting supervision.
 - Wrote project reports, estimates, and preliminary design for Emergency Department and Dialysis Areas. Total estimate \$1.2M
 - Wrote a Study Report, Estimate, and Preliminary Design for a new helicopter roof landing pad. Total estimate \$1M.

Project Manager, HMC Group Architects, Ontario, CA, 1996 - 1999

- Managed architectural projects from schematic through construction.
- Designed portions of large building projects.
- Liaised with in-house and external architectural and engineering consultants.
- Inspected building construction.
- Researched products for inclusion in plans and specifications.
- Liaised with Facilities Management building owners.
- Worked with California State code officials, state hospital review officials (OSHPD), and state mandated inspectors.
- Wrote consultant contract agreements, proposals, proposal reports, project reports, and deficiency reports.
- Managed project budgets.

- Attended interviews for perspective new projects.

Representative Projects

- *Ontario Convention Center*, including a 3,000 seat ballroom on a fast-track schedule.
- *San Quentin State Prison*, guide towers and medical wings.
- *St. Bernadine Medical Center* tenant improvements.
- *St. Joseph's Medical Center* tenant improvements.

Assistant Director of Construction, University of Redlands, Redlands, CA, 1995 - 1996

- Represented the facilities management and university stakeholders for new construction projects.
- Managed architectural projects from schematic through construction for bond construction program.
- Reviewed estimates and project documents.
- Advised incorporation of features, detailing, and/or other changes to construction contract documents for more efficient building management after construction completion.
- Inspected construction progress.
- Liaised with user groups, administration, and outside consultants.

Representative Projects

- *Structural Retrofit* for two historic buildings.
 - Successful renovation and structural and seismic strengthening.
- *Melrose Dormitory historic renovation*, HVAC and ADA upgrades.
- *Aquatic Center*, new construction for Olympic-size competitive pool and associated buildings.
- *Willie Center*, 1,200SF transformation to "gateway administration building".

Project Manager, HMC Group Architects, Ontario, CA, 1989 - 1994

- Managed client contracts.
- Designed and coordinated construction documents from in-house and external consultants.
- Provided construction administration services: observed quality of materials and workmanship, provided answers to RFI's, ensured construction completed to specifications, and provided field changes.
- Reviewed construction details, alternative analysis, and cost estimates.
- Supervised architects.
- Reviewed estimates and project documents.
- Wrote report that provided options for future remodels and sustainability.

Representative Projects

- *Hermosa Beach Police Station*, Hermosa Beach, CA.
75% interior total area tenant remodel.
- *State of California Department of Business Services – Mohave CHP Office*, Mohave, CA.
- *US Air Force Reserves Aerial Port Training Facility*, Moreno Valley, CA.
14,100SF, \$1.9M new building. Designed building with passive solar – earth bermed exterior walls and clearstory windows.
- *IEB Ontario Center Corporate Office Building*, Ontario, CA (For HMC Group Architects new main office building). 43,500SF, 4-story office building, \$4.273M.
 - Project design and implementation from schematic phase through post construction.
 - After completion of this project served as Facilities Consultant
- *Kaiser Baldwin Park Hospital and MOB*, Baldwin Park, CA.
23.7 acre complex including a 750,000SF 7-story 240-bed hospital and 2,100 space parking garage. \$170M construction budget.
 - Construction completed 3 months ahead of schedule.
- *March Air Force Base Hospital*, Riverside, CA.
\$31M project. 87,000SF additions and 22,000SF alterations.
 - Master planning through 50% Construction Documents before Base Closure List halted the project. Included master planning and construction phasing documents. This project would have been constructed in six identified phases. Project included seismic and fire/life safety upgrades.
- *Kaiser Ontario Hospital and MOB*, Ontario, CA
800,000SF 245-bed hospital designed as prototype site – adaptable campus.
- *Kaiser Chula Vista Hospital and MOB*, Chula Vista, CA
200,000SF \$175M.

Project Manager, Herron + Rumansoff Architects, Hemet, CA, 1988 - 1989

- Planned, designed, estimated costs, and managed construction of Type V Projects that included car dealership, golf maintenance building, and architecture office building additions and remodels.

Design Drafter, Pima County Facilities Management, Tucson, AZ, 1985 - 1988

- Managed space drawings, interior design, construction, moving logistics, and furniture specifications and purchasing for various tenant remodel projects.
- Projects included Old Courthouse remodels, Superior Court remodels, B-level Computer Lab.

Job Captain, Architecture One, Ltd., Tucson, AZ, 1981 – 1985

- Design and production team member for various projects.

Representative Projects

- *Engineering and Sciences Building*, University of Arizona, Tucson, AZ
- *Williams Center, 500,000SF 9-story and 37,000SF buildings*, Tucson, AZ
 - Production team member responsible for door and window schedules and details.
 - Coordinated drawings from consultants.
- Arizona Department of Public Safety building

EDUCATION

B.S., Business and Management, University of Redlands, Redlands, CA, 2003

A.A.S. Architectural Technology, honors degree

Onondaga Community College, Syracuse, NY, 1980

Certificate Programs

Historical Preservation, University of Southern California, Los Angeles, CA

UBC & /BC Codes, California and Arizona

Architectural Coursework

Syracuse University, Syracuse NY

University of Arizona, Tucson, AZ

California Polytechnic University, Pomona, CA

LICENSE/CERTIFICATIONS

Architectural Exams, 6 completed, State of California

SEMINARS

Supervisory Training, AZ & CA

Managing Construction Claims, AZ

Dodge Construction Cost Estimating, AZ