

FACILITIES MANAGER

THE OPPORTUNITY

This is a supervisory position responsible for Facility Maintenance. The individual is responsible for effectively planning and organizing the day-to-day maintenance, repair, and renovation of City facilities and related equipment; ensuring work is completed efficiently, within regulatory guidelines, and by projected deadlines; preparing and managing budgets; and ensuring optimal utilization of personnel and other resources.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Public Works.

SUPERVISION EXERCISED

Supervision is exercised over assigned full-time, part-time, and seasonal employees.

RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Manages the work of both skilled and unskilled workers performing maintenance and repair tasks in all City-owned buildings and facilities.
- Supervises, assists, trains, and evaluates subordinate employees.
- Conducts facility inspections to assess maintenance, health, and safety needs and to ensure the availability of resources required to complete projects.
- Performs skilled work and other related duties as assigned to support the efficient functioning of the division.
- Responds to emergency calls, determines the work needed, and either performs the work or requests additional assistance as needed.
- Manages, programs, and repairs the City's telecommunications system, camera network, card access systems, BMS systems, lighting control systems, and assists IT staff.

PREFERRED SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of building trades and codes, including construction, plumbing, electrical (including low-voltage controls), and HVAC (heating, ventilating, and air conditioning).
- Knowledge of safety rules and procedures related to building maintenance.
- Knowledge of safety and environmental regulations applicable to facilities.
- Knowledge of energy management practices and techniques.
- Knowledge of costing for new construction and remodeling projects; ability to assist in design specifications for contractor-performed work.
- Ability to create, interpret, and manage a budget.
- Skill in writing a wide range of reports, developing designs, and preparing cost estimates.

- Ability to understand and use various computer programs.
- Ability to develop specifications, acquire bids, purchase equipment and supplies, and maintain related inventories.
- Ability to work independently.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with coworkers, other City employees, vendors, and contractors.
- Must be dependable and possess a strong work record.
- Ability to maintain confidential information and use professional judgment.
- Develops design plans and cost estimates for new construction and remodeling projects that can be completed by City staff and assists with design specifications for contractor-performed work.
- Makes recommendations for the annual budget and Capital Improvement Projects.
- Conducts inspections on work performed and serves as a liaison with contractors.
- Writes reports on work in progress, preventive maintenance activities, and other projects.
- Orders materials for building maintenance projects and maintains records of expenditures in various accounts.
- Travels to and from work sites.
- May require overnight on-call duty and the ability to work nonstandard hours when necessary.

Examples of job functions listed do not include all possible tasks. Duties and responsibilities may be added, deleted, or modified at any time.

REQUIREMENTS

Bachelor's degree in Building Construction, Construction Management, Engineering, Building Facilities, or a related field

OR

a High School Diploma (or GED) with an Associate's Degree in a related field and three to five (3–5) years of experience performing building maintenance tasks in commercial and/or industrial facilities

OR

an equivalent combination of training and experience

Must have supervisory experience

Must possess and maintain a valid driver's license and be able to obtain a Commercial Driver's License (CDL)

A Residential Builder's License is preferred.

Ability to pass a background check and pre-employment screening.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to finger, handle, or feel. The employee is regularly required to reach with hands and arms; stoop; kneel; crouch; and crawl. The employee is occasionally required to climb or balance, work at heights above six (6) feet, and travel to other locations. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required include peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and various outdoor weather conditions. The employee is frequently exposed to fumes, airborne particles, grease, and oil from equipment. The employee is occasionally exposed to toxic or caustic chemicals, sharp or dangerous instruments or equipment, and vibration. The noise level in the work environment is usually moderate to loud.