



Range: SG-9
Exempt: Non-Exempt
Date: January 22, 2014

FACILITIES MAINTENANCE MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To manage the maintenance, improvements, and provide comprehensive planning of financial and day-to-day and long-term maintenance and repair programs for City owned facilities to ensure sustained reliability.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Maintenance Superintendent.

Exercises direct supervision of City Maintenance Workers assigned to maintenance and repair of buildings and associated grounds through the City Maintenance Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Monitor conditions of all the City facilities and plan/coordinate all maintenance and repair activities necessary to resolve identified deficiencies in accordance with adopted standards.
2. Responsible for the sustained reliability of City facilities. Establish and execute work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of City owned facilities, which includes, but is not limited to, roof systems, restrooms, HVAC, electrical, plumbing, interior and exterior painting, and carpeting.
3. Cooperate with the City Maintenance Supervisor to assign and monitor work of the City Maintenance Workers.
4. Plan, prioritize, assign, supervise and review the work of internal personnel and external vendors and/or service providers responsible for performing building and related grounds maintenance and repair, as regards the City's office buildings, parking structures, restrooms, pump station buildings maintenance, as well as equipment needed to maintain and repair these facilities
5. Prepare and oversee contracts as necessary for property management purposes.
6. Outline general guidelines to be followed in carrying out projects and insures compliance with City policies and established procedures.
7. Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for facility maintenance; recommend and implement policies and procedures.
8. Prepare budget recommendations relating to repair and maintenance of City facilities.

9. Monitor, assess, and manage facility needs and contracts external resources.
10. Determine the need for and coordinate implementation of contract work for facility maintenance activities; monitor work progress, review and evaluate work products, methods and procedures.
11. Respond to inquiries and complaints from internal and external customers regarding facility needs and resolve the issues in a timely manner. Receives, process and follow-up on all service calls, job orders. Maintain service call log and analyze to identify trends.
12. Provide financial planning, direction, and determination of funding requirements for facility operation and maintenance programs. Study, analyze and evaluate City facilities in terms of need and time phasing. Perform studies to identify and propose alternative solutions to management. Utilize and apply short and long-range funding profile analysis of trade-offs between requirements, such as cost benefits of alternative budgetary and corresponding program options and effects of changes in programs.
13. Play a pivotal role in maintenance, repair and construction activities. Provide critical direction in contract development and execution.
14. Ensure that work practices and site maintenance practices incorporate storm water pollution prevention BMP's.
15. Oversee contracted maintenance and repair services for the City facilities.
16. Perform other administrative and professional duties outside the scope of regular duties, as necessary.
17. Participate in the selection of City maintenance staff; provide or coordinate staff training.
18. Assist in the evaluation, training, and discipline of employees.
19. Participate in the preparation and administration of buildings maintenance budget; submit budget recommendations; monitor expenditures.
20. Ensure adherence to safe work practices and procedures.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building facilities maintenance.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Equipment, methods, and materials used in maintaining, assessing, and repairing City facilities
 Estimation of time and material costs
 General knowledge of contract management
 Safety standards and safe work practices
 General long-range work planning and budgeting
 Energy efficient replacement materials
 OSHA regulations
 General knowledge of construction and building maintenance
 Modern office procedures, methods, and computer equipment
 Proper use and maintenance of hand tools, small power tools, ladders, and lifting equipment
 Best Management Practices (BMP's) for storm water pollution prevention as relates to facility maintenance activities assigned

Ability to:

Plan, organize and direct diverse maintenance activities.
 Prepare verbal and written reports.
 Communicate successfully in oral and written communications.

Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Recommend and implement goals, objectives and practices for providing effective and efficient facility maintenance services.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Monitor contract work to ensure operations within established budget and time constraints.

Understand city policies and responsibilities

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A combination of four (4) years of experience with facility maintenance and/or repair and two (2) years of planning.

Skilled in the knowledge of basic or advanced carpentry, electrical, plumbing, and miscellaneous maintenance services.

Training:

Minimum educational requirement is high school diploma or G.E.D.

License or Certificate:

Possession of, or the ability to obtain, a State of Arizona drivers license

Possession of a Facilities Manager's Certificate desirable

WORKING CONDITIONS

Environmental Conditions:

Work is outdoors and indoors in all types of weather and at various times of day. Work area may be dusty, muddy; exposure to potentially hazardous chemicals; may involve climbing ladders, working in tight spaces, working with or near electrical devices, or riding in a hoist. Also involves significant office work and driving.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy or moderate lifting; walking, kneeling, stooping or standing for prolonged periods of time; climbing ladders, bending; operating motorized equipment and vehicles; general manual dexterity. Some manual labor including heavy lifting up to 60 pounds is required.