



Range: SG-10
FLSA: Non-exempt
Date: December 5, 2019
Position Type: Safety Sensitive

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 Engineer/Public Works Director.

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. Establish and execute work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of City owned facilities, including roof systems, restrooms, HVAC, electrical, plumbing, interior and exterior painting, and carpeting.
3. 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.
4. Prepare and oversee contracts as necessary for property management purposes.
5. Outline general guidelines to be followed in implementing projects and ensure compliance with City policies and established procedures.
6. Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for facility maintenance.
7. Prepare budget recommendations relating to repair and maintenance of City facilities.
8. 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.
9. Respond to inquiries and complaints from internal and external customers regarding facility needs and resolve the issues in a timely manner.
10. Receive, process and follow-up on all service calls and job orders.
11. Maintain service call-log and analyze to identify trends.
12. Study, analyze and evaluate City facilities in terms of need and time phasing.
13. 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.

14. Play a pivotal role in maintenance, repair and construction activities. Provide critical direction in contract development and execution.
15. Ensure that work and site maintenance practices incorporate storm water pollution prevention.
16. Participate in the preparation and administration of buildings maintenance budget; submit budget recommendations; monitor expenditures.
17. Ensure adherence to safe work practices and procedures.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building facilities maintenance.
19. Perform other administrative and professional duties outside the scope of regular duties as necessary.

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.
- OSHA safety standards and regulations.
- General long-range work planning and budgeting.
- Energy efficient replacement materials.
- General knowledge of construction and building maintenance.
- 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:

Four years or more of facility maintenance experience.

Knowledge and skill in basic or advanced carpentry, electrical, plumbing, and miscellaneous maintenance services.

Training:

Education or field experience, sufficient to equal or exceed that necessary for an Associate's degree preferred.

Minimum educational requirement is a high school diploma or GED.

License or Certificate:

Possession of, or ability to obtain, an Arizona driver's license within two months of hire.

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.