

Title: Facilities Maintenance Manager
PG: 65
Status: Civil Service
Position Reports to: Director of Public Works
Department: Public Works Department

Class Code: 1080
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is highly responsible managerial and administrative position directing the operations and activities of the City's Facilities Maintenance Division within the Public Works Department. Work involves responsibility for planning, alteration, maintenance and construction of City-owned buildings and facilities. Additional duties include the preparation/oversight of plans and specifications for a variety of maintenance and construction projects and subsequent project management of work performed under these contracts. Work is performed under administrative director of the Director of Public Works and is reviewed through conferences and reports.

ESSENTIAL FUNCTIONS:

1. Develops and administers the City's facilities management program.
2. Administers maintenance contracts and projects involving or pertaining to activities of a group of skilled and semi-skilled trade workers in new construction, renovation, modifications and repair of buildings.
3. Supervises, directs and advises the division staff; manages personnel and resources, assists in developing schedules of division work program.
4. Reviews architectural plans and specifications and bid documents for construction projects; performs in construction project manager role on various City-owned buildings and facilities.
5. Develops policies, procedures and priorities to meet established goals and objectives of the division and Public Works Department.
6. Plans, organizes, directs and manages the activities of compiling, analyzing and interpreting data related to facility use.
7. Coordinates and assists in scheduling work with other City department/division heads to ensure timely project completion within and established budget.
8. Prepares cost estimates on various types of repair, alteration and new construction work.
9. Plans, prepares, and implements the annual operating and capital improvement plan budget for the Facilities Maintenance Division.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of construction and building methods.
2. Considerable knowledge of effective and efficient methods and procedures for scheduling facilities maintenance projects.
3. Considerable knowledge regarding the operation and maintenance of facilities maintenance equipment.
4. Knowledge of laws, codes, and regulations relating to building use and construction.
5. Ability to read and interpret building construction plans, sketches and blueprints.
6. Ability to plan, organize and coordinate programs and activities involving a medium size work force.
7. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
8. Ability to prepare required reports, documentation and correspondence.
9. Ability to communicate effectively both orally and in writing, to include preparation and presentation of reports to management and administrative staff.
10. Ability to meet deadlines and stay calm under stressful situations.

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11. Ability to effectively supervise, interact with, and motivate a group of subordinates possessing diverse personality traits.
12. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.
13. Ability to guide the interaction of the Facilities Maintenance Division with other functions of the Public Works Department as a cohesive team.

WORKING ENVIRONMENT/CONDITIONS:

1. Requires light work exerting from 0-20 pounds of force occasionally, frequently or constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
2. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.
3. The worker is subject to inside environmental conditions with protection from weather conditions but not necessarily from temperature changes and also subject to outside environmental conditions with no effective protection from weather.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Four (4) year degree from an accredited college or university in Engineering, Building Construction, Public or Business Administration preferred.
2. Six (6) years of experience in a facilities maintenance operation including four (4) years of supervisory and management experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. State Certified General Contractor (Florida) preferred.
2. Certified Facility Manager (CFM) certification preferred.
3. Must possess and maintain a valid state of Florida driver's license.
4. Must maintain a valid personal contact phone number.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.