

City of
EDMONDS
Washington

FACILITIES MANAGER

Department:	Public Works - Facilities	Pay Grade:	NR-14
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Public Works/Utilities Director

POSITION PURPOSE: Under administrative direction, plans, organizes, controls and directs the maintenance and repair activities for the City facilities including renovation and repair of City building facilities; develops, monitors and controls operating and capital budgets; develops bid and product specifications; provides construction planning and management functions for capital facilities projects including grant-funded projects and produces project-related documentation; develops division and department policies and procedures and City Council agenda items; serves as Resource Conservation Manager for City facilities and management representative to the Public Works' Safety Committee; manages and directs staff training, supervision and evaluations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs; provides advice and counsel as well as constructive feedback to staff; reviews and evaluates work and makes effective suggestions and recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary.
- Manages, administers, maintains and oversees assigned budgets including capital budgets; makes recommendations for assigned annual budgets.
- Monitors expenditures and identifies needs; reviews and approves reports, purchases and payments according to established policies and practices; makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Plans, organizes, controls and directs the operations of the Facilities Maintenance division in the maintenance, renovation and repair of City building facilities and improvement projects within the guidelines of building codes.
- Communicates with administrators, department personnel and private contractors to coordinate activities and projects; resolves issues and conflicts and exchanges information.
- Manages facility maintenance requests and responsibilities with the leasees of City buildings.
- Prepares bid specifications, obtains quotes, and recommends equipment and service purchases; provides technical assistance with the administration and submission of grant requests.

JOB DESCRIPTION

Facilities Manager

- Coordinates related activities with private contractors; attends various department and City meetings for a variety of purposes and participates in webinars and other job-related training.
- Prepares and presents the departmental issues and recommendations regarding major facility projects; provides related information to appropriate management staff.
- Manages work order and preventative maintenance systems including: generating work orders, recording completion of tasks and tracking supply inventories.
- Manages the use and record keeping associated with the public electric vehicle charging stations owned by the City; serves as Resource Conservation Manager by monitoring and recording consumption; inspects operational status of such vehicles during occupied and unoccupied periods.
- Uses controls software to perform adjustments to maintain quality environmental conditions in facilities.
- Prepares and maintains a variety of reports, records and files related to assigned activities and personnel.
- Develops and implements an annual work plan; provides technical assistance to staff on building requirements, processes and materials as needed.
- Coordinates safety practices, procedures and equipment to ensure regulation compliance; investigates accidents of division staff.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assures compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operations, services and activities of a City Public Works Department as they relate to facilities maintenance.
- Policies and objectives of the Facilities Maintenance division.
- Applicable building plumbing, mechanical, fire and electrical codes.
- Current building technology applications and practices.
- Engineering/building plan reading and construction standards.
- Safety rules and regulations.
- Various equipment and repair manuals, parts purchasing catalogs, building codes and blueprints.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state, and local laws, rules and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices.
- Recordkeeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

JOB DESCRIPTION

Facilities Manager

Required Skill in:

- Planning, organizing, and directing the Facilities Maintenance division in the maintenance, remodeling and repair of City facilities and improvement projects.
- Reading, interpreting and applying blueprints and design schematics.
- Managing and meeting schedules and time lines.
- Planning and organizing work.
- Reviewing, reading, analyzing and interpreting equipment repair and maintenance manuals and parts catalogs.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations.
- Establishing, tracking, and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other software relevant to assigned work in compiling and preparing letters, reports and spreadsheets, etc.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and understanding policies and procedures sufficient to administer, discuss, resolve and explain them.
- Compiling and preparing a variety of records, files and reports.
- Developing and monitoring divisional and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or Vocational Training in Construction, Industrial Plant Maintenance, Building Operations/Energy Conservation, HVAC, or related field and six years of experience managing or supervising building maintenance work including knowledge of the tools and equipment needed to perform assigned duties, that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

First aid/CPR certification.

Must be able to successfully complete and pass background check.

Other Requirements:

Ability to pass a mandatory drug test upon conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

JOB DESCRIPTION
Facilities Manager

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Read and understand printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with angry and/or dissatisfied customers.
- Working around and with machinery having moving parts.
- Working in and around moving traffic.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings solvents, oil and ink.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____