



Position Description

Merit Rank: Non-merit

Employment Status: Full-Time

Facilities Manager

GENERAL PURPOSE AND DUTIES

This position is responsible for all building and grounds maintenance, as directed by the Chief of the Department. This position ensures that all facilities are safe, compliant with applicable codes, and fully operational. This position is also responsible for managing contractors and working with third-party vendors to accomplish necessary tasks.

SPECIFIC REQUIREMENTS

Working under the direction of the Chief of the Department, this position requires execution of specific technical duties, which include:

- Coordinate site safety inspections and programs
- Managing building and grounds maintenance programs
- Oversight of all building systems

SPECIAL CONSIDERATIONS

Facilities Manager activities require the ability to prioritize and manage time and resources effectively; possess strong written and verbal communication skills; be self-motivated and self-directed; ability to coordinate with various personnel and entities with differing priorities; ability to work in a combination of office and shop environments and be regularly exposed to dust, odors, and noise.

QUALIFICATIONS

This position requires three to five years of progressive experience and responsibility in a maintenance field, two of which while holding a supervisory position. Knowledge of various building and grounds operating systems, including, but not limited to plumbing, electrical, HVAC, and fire suppression systems and knowledge of commercial construction practices, methods, and maintenance is also necessary. It also requires a valid driver's license and the physical ability to move materials and equipment essential to building and grounds maintenance, as well as, access remote building areas with restricted access. This position requires the interpersonal skills to effectively instruct and interact with the public in a professional manner.

Minimum education qualification of a BS or associate degree with technical training in facilities engineering or facilities management is preferred.

REQUIREMENTS FOR MAINTENANCE OF POSITION

To maintain the position of Facilities Manager, the individual must be routinely present for work without excessive tardiness or unjustified absence and perform assigned tasks efficiently, accurately, and in a manner supportive of positive public service. The individual must also maintain a valid driver's license.