



FACILITIES DIVISION MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, plans, organizes, supervises, and directs the work of the Facilities Division. This position is responsible a variety of building maintenance and repair activities, including supervision of capital projects, program planning, repair and maintenance at City facilities; performs inspections of ongoing facilities maintenance and repair projects to ensure compliance with standards; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned work crews and the Deputy Director of Public Works Operations,. The Facilities Division Manager will assume responsible charge of the department in the absence of the Deputy Director of Public Works Operations, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Facilities **Division Manager** is a management class responsible for assigning and supervising the work of crews engaged in the maintenance, construction, and repair of City facilities and related equipment. This classification is distinguished from the next higher classification of Deputy Director of Public Works Operations, in that the latter has overall administrative responsibility for the Public Works maintenance operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Deputy Director of Public Works Operations. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, assigns, supervises, schedules and monitors the work of crews and contractors responsible for the maintenance, construction, and repair of City facilities and associated equipment.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Facilities Division; assists in assessing current and long-range goals and objectives.
- Participates in the development of the Facilities Division budget; prepares reports; monitors program budget; assists in the design of capital improvements and determines products, materials, and equipment to be used in building and equipment maintenance; may interact with sales representatives; prepares purchase orders; maintains inventories such that adequate materials, supplies, and tools are available; keeps records of time, materials, supplies, equipment, and work performed.

- Participates in the selection, training, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; recommends and initiates disciplinary procedures as is appropriate.
- Prepares maintenance schedules and assigns work orders; is responsible for requisition and control of inventories of supplies and equipment; obtains quotations for maintenance projects and equipment and prepares purchasing documentation.
- Authors, administers, and develops specifications for contract for custodial services and contractors performing repairs; may inspect work being performed by outside contractors.
- Investigates maintenance problems reported by City employees or Community Center tenants; assists with a variety of building maintenance activities, which may include set-up activities, heating and air conditioning, boiler, plumbing, electrical or pool maintenance, and painting; and performs other related duties as required.
- Assists in the maintenance of records concerning installations, repairs, and the condition of the system or facilities being maintained.
- Assists in inventory control as directed.
- Conducts safety training, including equipment operation, care, cleaning and maintenance; advises on safety precautions, and conducts general safety and work site safety training; instructs personnel in the technical aspects of work performed.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent may work outdoors in all weather conditions, including wet, hot, and cold. The incumbent may be exposed to cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles. The incumbent may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to, climb ladders, work at heights over 20 feet; use power and noise producing tools and equipment, and drive motorized vehicles. The incumbent may be required to work evenings, weekends and holidays.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Facilities **Division Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of responsible experience involving building maintenance and custodial duties, including three years of experience in a supervisory capacity, and a high school diploma or equivalent. An AA degree or completion of some college and/or post-secondary training in supervision, management or a related field is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Considerable knowledge of the methods, materials, tools and equipment used in the maintenance and repair of buildings and allied equipment; operating characteristics, parts, and inner workings of air condition, heating and ventilation equipment, electrical systems, plumbing, pumps, and hydraulic systems; paints, chemicals, lubricants, and other materials used in maintenance work and safety practices to be observed in building maintenance work; working knowledge of the Uniform Building and Plumbing Codes, National Electrical Code, and Mechanical Code; principles of supervision; work layout and scheduling and custodial services; methods and techniques of planning and scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards).

Ability to:

Plan, supervise, and direct all activities of a building maintenance program, including establishing an effective preventative maintenance program; prepare schedules, reports; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; submit justification for contract as well as in-house maintenance activities; read and understand building construction plans; monitor and control expenditures; maintain records; follow oral and written directions; maintain effective working relations; train and supervise personnel; estimate time and material cost of building repair and reconstruction, read blueprints and schematic drawings; interpret and explain pertinent City and department policies and procedures related to building maintenance and repair; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations including establishing an effective work order system; make sound decisions within established guidelines; supervise, train, motivate, and evaluate assigned staff; deal tactfully with the public; respond to after hours call-outs as assigned; interpret, explain, and apply applicable laws, codes, and regulations; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate

clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Perform carpentry, plumbing, electrical and mechanical repair work; safely and effectively operate a variety of equipment, including power and hand tools in the repair and construction of facilities.

B900
FACILITIES DIVISION MANAGER
BAMM UNIT
EXEMPT
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