

FACILITIES & BUILDING MANAGER

DEFINITION

Under general direction, plans, directs, and coordinates projects related to the renovation, maintenance, occupancy, and improvement of City buildings, and related equipment and facilities; prepares and negotiates leases of surplus City property, oversees management of City Hall, maintains City phone system, and provides for contract janitorial and security services.

DISTINGUISHING CHARACTERISTICS

This is a Division Head management classification that oversees, directs, and participates in all activities of the Facilities Division. The Facilities and Building Manager is responsible for the operation of the City's Facilities Maintenance program and performs responsible management in support of the department's goals and objectives. The position is also responsible for assisting the Director in the overall planning, administration, management of the Facilities Division's functions, as well as select projects in both the Facilities and Maintenance Services Capital Improvement Program.

SUPERVISION RECEIVED

General direction is provided by the Director of Maintenance Services.

SUPERVISION EXERCISED

Provides direct supervision of skilled craft workers, professional, paraprofessional and clerical personnel, and contract janitorial and security staff.

ESSENTIAL DUTIES

Develops and implements goals, objectives, policies, and priorities.

Prepares and administers division operating and capital improvement budget.

Coordinates improvements, renovations, and repairs to City buildings and facilities with other operating divisions.

Plans, organizes, and directs the work of skilled craft workers involved in the installation, repair, and maintenance of air conditioning and heating systems, and carpentry and painting projects.

Oversees the City's use of utilities within City facilities and energy management.

Administers contracts for janitorial, security, and other building and facilities services.

Assists the Director and administrative staff in all budget development and planning.

Develops and maintains specifications for facilities maintenance equipment including the development and recommendation of major purchases.

Prepares equipment and contractor specifications.

Coordinates the reorganization of City departmental floor plans.

Coordinates maintenance activities with other City departments, divisions, and with outside agencies.

Ensures that emergency staff is available 24 hours a day, 7 days a week, to take necessary action in the case of unexpected emergencies.

Completes performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

Performs related duties as required.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

Building maintenance procedures and practices.

Principles of organizational theory, budget and personnel management.

Principles and practices related to managing public assembly facilities.

Legal and safety requirements for buildings used for large public assemblies.

Occupational hazards and standard safety precautions of building trades.

##### Ability to:

Select, direct, supervise, and evaluate subordinate personnel.

Establish and maintain effective relationships with representatives from others agencies, outside contractors, the public, and other City departments.

Develop and maintain record systems.

Communicate clearly and concisely, orally and in writing.

## EXPERIENCE AND EDUCATION

Any experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Five (5) years of combined experience in general building management and skilled building maintenance, construction, and repair work including two (2) years of supervisory experience.

### Education:

Equivalent to completion of the 12th grade supplemented by college level courses in public or business administration, or a related field.

### Licenses and Certificates:

Possession and maintenance of a valid Class C California Driver License.

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

760CS96

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APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

