

ASSISTANT FACILITIES MANAGER (Maintenance)

DEFINITION

Under general supervision, to assist in the planning, scheduling and direction of maintenance and repair of buildings, equipment and grounds including maintenance and building security activities. Is responsible for the maintenance programs in several major sized buildings including the supervision of a variety of staff involved in such programs. Assume the responsibility of department manager whenever necessary. Perform other related duties as required.

EXAMPLES OF DUTIES

Supervises maintenance staff in the performance of building maintenance, repairs and renovation including plumbing, heating, refrigeration, air conditioning, electrical systems; supervises grounds maintenance activities including lawn mowing, shrubbery/tree trimming and snow/ice removal; effectively recommends personnel actions including hiring, transfer, promotion, discipline and adjustment of grievances; assists in preparation of budget requests; acts as the departmental safety and training officer for all departmental staff; reviews engineering drawings and specifications for renovations and new construction projects; assists in maintaining cost controls on maintenance work; assists in determining need for outside contractors as well as coordinating and inspecting such work; requisitions maintenance supplies and equipment; makes regular inspections of buildings and grounds; prepares required reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to completion of two years building maintenance related vocational training and three years experience in major facility maintenance management including having direct line supervision or lead worker experience.

Knowledges and Abilities: Thorough knowledge of professional personnel management and supervisory practices; working knowledge of commercial mechanical, electrical, plumbing and HVAC systems; ability to train and supervise staff in all phases of building maintenance; knowledge of budget preparation, purchasing procedures; ability to develop written policies and procedures, to inspect and diagnose problem areas, to keep accurate and complete records; knowledge of pertinent building, health and safety codes.