

FACILITIES MANAGER

DEFINITION

Under general administrative direction, manages buildings and grounds maintenance of County operated facilities including custodial services, mechanical repair, heating, plumbing, electrical, carpentry work, painting, ventilation and cooling system maintenance to provide for the immediate and preventive maintenance programs needed to preserve the usefulness of county facilities; performs related work as required.

EXAMPLES OF DUTIES

Develops annual immediate and preventive maintenance plan which ensures the safety and usefulness of county facilities and equipment; manages the planning, scheduling and direction of building and grounds maintenance, repair and renovation including assessments of needs and the level of effectiveness in responding to those needs; performs personnel actions including hiring, promotion, performance evaluation, disciplinary actions, adjustment of grievances, internal reassignments and layoffs; determines staffing level needs; prepares departmental budget requests inclusive of revenue projections; administers departmental budget including expenditure control; plans, estimates and maintains cost controls for maintenance and construction projects; coordinates and inspects work performed by contractors; assigns craft workers to jobs considering priority of need of maintenance and trouble calls; makes estimates and requisitions materials required for repairs and alterations; performs periodic inspections of buildings and grounds including boilers, furnaces, steam lines, water lines, thermostats, air filters, ducts, water and sewer pipes to ensure proper operation; maintains inventories of materials and tools; maintains records and prepares required reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to two years of post high school vocational training or apprenticeship in a skilled building trade and five years building maintenance experience for large building complexes. Such experience must include three years in a management/supervisory capacity.

Knowledges and Abilities: Extensive knowledge of the methods, materials and equipment required for the maintenance, alteration and repair of buildings and for the maintenance and repair of heating, cooling and electrical systems; knowledge of trades practices in plumbing, carpentry, painting, electrical work and heating; ability to plan, schedule and supervise the accomplishment of maintenance, cleaning, and repair work; ability to prepare specifications and cost estimates for repair work; ability to maintain records and to prepare requisitions and job orders; ability to supervise and instruct employees; ability to establish and maintain effective working relations with officials, employees, and the general public; ability to think and act quickly in emergencies, analyze situations accurately, and take an effective course of action; ability to communicate effectively orally and in writing.