

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Facilities Services Manager

Department: Environmental/Public Works

Pay Grade: 513

FLSA Status: Exempt

Job Code: A150

JOB SUMMARY

The purpose of this classification is to plan, manage, and direct operations and activities of the Facilities Services Division, including maintenance of City buildings, systems, equipment, and related facilities. Facilities Services is a division within Environmental/Public Works.

ESSENTIAL JOB FUNCTIONS

- Supervises, leads, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates or conducts staff training activities.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with Director of Environmental/Public Works to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations: coordinates projects and work activities with those of other divisions, other departments, contractors, outside agencies, or others as needed.
- Works with Coordinator and Director of Environmental/Public Works to develop and implement budget for area of assignment: prepares and administers operational, capital, and long-term capital budgets; and monitors expenditures to ensure compliance with approved budgets.

- Responsible for achieving considerable economies and/or preventing losses through the management of a large division or minor department.
- Assists in developing and implementing long and short term plans, goals, and objectives relating to areas of assignment: participates in development of the City's multi-year capital improvement plan; assists in planning long-term projects, annual events, equipment replacement, maintenance schedules, and other operational activities; evaluates efficiency and effectiveness of division operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.
- Plans, manages, and coordinates activities involving building operations and facility maintenance, which may include general building maintenance, preventative maintenance, construction, carpentry, painting, mechanical, plumbing, heating and air conditioning, sign maintenance, custodial, or other maintenance projects.
- Maintains building comfort through the Trane Tracer HVAC program, while saving energy with scheduling.
- Plans, schedules, and directs building maintenance, repair, and modification projects: writes or receives work orders; prioritizes and schedules work; determines and coordinates necessary equipment, materials, and manpower to conduct projects; plans most efficient use of resources to complete work orders; assigns projects to appropriate staff, and redirects/reassigns workers in response to emergencies or changes in priorities; monitors progress in meeting project deadlines; inspects quality of completed work; responds to problems or emergency situations.
- Monitors security aspects of safety issues at City facilities: oversees and conducts maintenance inspections of buildings, equipment, grounds, and facilities to identify potential problems, unsafe conditions, needed repairs, or other situations requiring attention; ensures that operation, construction, and maintenance of buildings, equipment, and systems are in compliance with applicable laws, codes, regulations, and standards; monitors and tests smoke/fire alarm systems; issues work orders for maintenance/repair work; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to appropriate personnel; initiates any actions necessary to correct deviations or violations.
- Performs contract management: prepares and administers ongoing maintenance, service, and repair contracts for facility operations; administers construction contracts associated with capital improvement projects.
- Performs project management: develops/prepares architectural sketches for remodeling projects and repair projects; acts as owner's representative for design/construction projects as assigned; meets/confers with project architects and engineers; coordinates and monitors work performed by outside contractors; coordinates division involvement with special events occurring on City property.
- Performs administrative tasks: oversees preparation of daily work schedules to ensure adequate coverage; reviews/approves employee time sheets and forwards for processing; oversees maintenance of accurate files, contracts, and other records for the division.
- Coordinates purchasing activities for areas of assignment: monitors inventory of equipment, tools, parts, supplies, and other materials to ensure availability of adequate materials to conduct projects and work activities; initiates orders for new or replacement materials; obtains competitive price quotes from vendors.

- Maintains key control: issues access keys for authorized employees and elected officials; maintains accurate records of keys issued, lost, replaced, or returned.
- Prepares or completes various forms, reports, correspondence, performance evaluations, payroll documents, purchase requisitions, budget documents, committee reports, key issue records, or other documents.
- Receives various forms, reports, correspondence, time sheets, job applications, vacation/leave requests, schedules, invoices, budget reports, work requests, maintenance checklists, maintenance records, inventory records, meeting/event reservation forms, architectural drawings, blueprints, diagrams, maps, material safety data sheets, policies, procedures, chart of accounts, manuals, operational guides, catalogs, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, general office equipment, audio/visual equipment, building systems, alarm panels, maintenance equipment, power tools, hand tools, drafting equipment, meters, testing instruments, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, climate control monitor, email, Internet, or other computer programs.
- Communicates with City management personnel, employees, other departments, elected officials, the public, consultants, contractors, engineers, architects, vendors, service representatives, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs all tasks of division functions as required: attends meetings and City events after normal hours; assists in conducting facility/equipment repairs; coordinates and assists with setup of equipment for meetings/events; opens, locks, and secures City buildings and offices.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education in facility management and building construction trades; supplemented by four (4) years previous experience and/or training that includes progressively responsible facilities management, building operations/maintenance, general construction, carpentry, electrical work, plumbing, mechanical systems, HVAC systems, management/supervision, project management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance.
- Knowledge of the laws, standards, and regulations pertaining to building operations and fire safety.
- Knowledge of established safety rules and departmental policies and procedures.
- Knowledge of the purpose and safe operation of various tools and equipment used in building maintenance trades.
- Knowledge of the principles of supervision; must be able to plan/direct the work of subordinates, and to effectively lead, motivate, and evaluate assigned staff.
- Ability to interact tactfully and courteously with the general public.
- Ability to read gauges and testing instruments.
- Ability to work evenings and weekends on a scheduled and/or emergency basis.
- Ability to coordinate others in the sequence of major activities and report on operations and activities which are very broad in scope.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. Exchange ideas, information, and opinions with others to assist in the formulation of policy and programs.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is light to medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Must have the ability to distinguish green, red and yellow. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, temperature and noise extremes, fumes, hazardous materials, machinery, electric currents, traffic hazards, bright/dim light, or toxic agents.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.