



Facilities Maintenance Manager

Department/Division:	Parks and Recreation
Reports To:	Director of Parks and Recreation
Provides Direction To:	Facilities Maintenance Supervisor, Facilities Maintenance Workers and various part-time staff
Updated:	October 31, 2019

GENERAL PURPOSE

Plans, directs and manages the staff and operations of the Facilities Maintenance Division. Develops, implements, administers and monitors systems, programs, policies and procedures for the Division. Oversees, organizes and manages the maintenance and repair of recreational facilities and city buildings for the Facilities Division. Develops policy recommendations, communication and maintenance plans, funding mechanisms and approaches to service delivery. Manages staffing and budget for the division, coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the Director of Parks and Recreation; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed.

1. Manages, assesses and oversees the maintenance of City buildings and facilities through the use of a systematic maintenance management plan. Prepares, administers, and monitors the Facilities division budgets; forecasts additional funds needed for staffing, equipment, materials, and supplies.
2. Ensures that assigned facilities are in compliance with Federal, State and Local government, health, safety and occupational standards.
3. Develops and recommends policies, procedures, and fees and schedules for, services and facilities.
4. Ensures continuous improvement and innovation of facility maintenance and programs by examining best practices, soliciting feedback from staff, collecting data from customers and the community, and reviewing market trends.

5. Prepares, monitors and analyzes the effectiveness of the Facility Maintenance Division's budget, expenditures and performance metrics. Develops funding request for capital improvement projects as needed to ensure proper facility needs.
6. Attends public meetings and prepares and/or edits a variety of reports for submission to the City Council, Parks and Recreation, and Senior Commission.
7. Assists in the development of Department goals, objectives and performance metrics.
8. Keeps abreast of current technology, trends and changes to regulations in the field of maintenance management.
9. Selects, trains, evaluates, and supervises subordinate personnel. Implements staff development and effective customer service.
10. Coordinates use of facilities with other Parks and Recreation Department sections, City Departments and outside organizations.
11. Maintains records and prepares and presents oral and written reports concerning facilities activities.
12. Manages contract maintenance agreements and ensures compliance with work standards and specifications.
13. Represents the Facilities Division on boards, committees and commissions; meet with commissions, community organizations, outside agencies and the public to discuss Facilities program agendas and community needs.
14. Responds to emergency situations as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices, and procedures of facilities maintenance management. Policy and procedural development and analysis. Principles of municipal budget preparation and control; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations; building codes, maintenance, repair methods and general contractor knowledge; Contract negotiations and administration, project and program planning and management. Principles of leadership and management. Modern office procedures, methods and computer equipment.

Ability to:

Manage and coordinate the work of supervisory, technical and clerical personnel; manage and prioritize multiple, concurrent projects. Analyze complex problems, identify consequences and alternative solutions and make logical recommendations. Prepare and present clear, concise and comprehensive administrative and financial reports to ensure facilities are in compliance with Federal, State and local rules, laws and regulations. Select, supervise, train and evaluate staff; maintain accurate records and reports; communicate clearly and concisely, both orally and in writing; operate and use modern office equipment including a computer; work effectively with other City departments and officials, community groups and the general public.

Education/Training/Experience:

Any combination of experience and education that could likely provide the desired knowledge and abilities. A typical way of obtaining the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in, Business or Public Administration or a related field.

Experience/Training: Five or more years of related experience in operational and administrative experience in facilities maintenance and repair which has included providing facilities support services or custodial services at multiple sites.

Licenses; Certificates; Special Requirements:

A valid Class C or Class 3 California driver's license issued by the California State Department of Motor Vehicles is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand sit, walk; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee frequently walks and stands and occasionally lifts and carries records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels.

Work in both indoor and outdoor recreation facilities; sustained posture in a seated position for prolonged periods of time. Flexibility of work hours; must be available to attend evening, weekend meetings and programs and to respond to emergency situations.