

CITY OF LOS BANOS

Job Description

POSITION TITLE	FACILITIES MANAGER
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, direct and coordinate the activities of the Facilities Division; to provide leadership to staff; and to utilize administrative and technical skills and provide highly complex staff assistance to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Director/City Engineer. Exercises direct supervision over assigned personnel.

EXAMPLES OF IMPORTANT ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plan, schedule, supervise, and, as necessary, participate in the city-wide facilities maintenance program and assigned Capital Improvement projects; establish work priorities for division personnel on work assignments involving carpentry, painting, plumbing, electrical, HVAC, custodial services, and other types of maintenance; plan and schedule building cleaning activities; develop programs for routine and preventive facility maintenance.
- Receive, evaluate and process work requests from City departments; and determine priorities and methods necessary to achieve objectives.
- Coordinate computerized Maintenance Management System to track work orders, time and materials, and prepare periodic reports.
- Coordinate projects and equipment purchases with other City work units and outside contractors; assist in the determination of the need for use of contractors; prepare contract documents, vendor qualifications and Request for Proposal specifications and requirements; participate in vendor/contractor selection; negotiate and administer vendor contracts and agreements in conformance with city policies and requirements.
- Performs facilities work of a specialized nature or as may be required on an emergency basis; prepares plans and specifications for changes in facility design and/or facility improvements.
- Inspect work by employees and contractors in progress and upon completion to ensure compliance with standards and specifications; and advise management staff of work in progress, operating problems and actual or potential delays.

- Manage the lease/rental agreements for city property and conduct monthly property inspections to ensure compliance with lease agreement; prepare inspection report; review and follow-up on report with tenant. Manage space use agreements for specified spaces within city facilities.
- Manage joint-use agreements associated with various city facilities.
- Manage building/facility utilities, analyze use, and make recommendations for usage reductions and efficiency measures appropriate to the building type and use.
- In collaboration with department heads and related staff, leads the development and production of the annual Five-Year CIP budget document.
- Performs annual review and assessment of the Five-year CIP document and makes recommendations for improvements or changes.
- Reliable and dependable attendance and punctuality.
- Develop and implement department goals and objectives; establish performance standards, methods and related activities for assigned personnel; develop and implement policies and procedures.
- Evaluate operations and recommend improvements and modifications; prepare various reports on operations and activities.
- Prepare the operations division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and control expenditures; administer the approved budget.
- Participate in the selection of staff; oversee the coordination of staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare, and present technical, administrative, City Council and Commission Agenda reports; prepare written correspondence.
- Participate in the development of the various public works master plans; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Ensure that Operations personnel receive essential training for department certifications, employee safety practices, and proficiency in fleet equipment/vehicles. Be responsible for the development of assigned personnel to ensure high quality and proficient level of service for the division.
- Administer safety program by developing, implementing, and maintaining all safety activities for the Facilities Division.
- Act as the ADA Coordinator per the Americans with Disabilities Act (ADA) regulation.
- Coordinates, develops, and conducts Operations safety training programs; conducts safety training needs assessments; identifies safety training needs; develops and/or customizes training courses, content and materials; oversees, delivers, and

evaluates trainings; makes adjustments as necessary to improve training and outcomes.

- Responds to property damage claims by responding on location of incident when contacted by Operations staff for assistance both during and after hours.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Identifies, implement, and administer grants from federal, state, and private sources to fund programs and services.
- Manage, develop, and maintain asset management program including work order systems, requests, and forecasting.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of public works services and program administration.
- The management of contractual services.
- Basic principles and practices of cost benefit analysis, public agency business writing and budget development, and administration for construction projects.
- Capital project terminology, principles and practices.
- Contract documents and specifications; municipal purchasing and bidding/quote procedures.
- General principles of municipal planning, facility development and project administration.
- Pertinent local, State, Federal rules, regulations and laws.
- California Building Codes.
- Cal-OSHA and OSHA safety program and requirements.
- Americans with Disabilities Act (ADA) compliance
- Modern office procedures, methods and computer equipment and software.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Personnel management principles and functions.

Ability to:

- Organize, implement and direct activities related to assigned function.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 20 pounds or less.

Facilities Manager

- Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned maintenance activities.
- Exercise independent judgment.
- Remain calm and focused during emergency operations.
- Analyze technical information regarding airport usage and maintenance.
- Conduct business negotiations and promote and represent City programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret, apply, and explain pertinent laws and City and department policies and procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Provide oversight and leadership to department supervisors and subordinates.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate personnel.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license required.
- Six (6) years of increasingly responsible technical, administrative or analytical experience in public works maintenance or related field; including three (3) years of supervisory responsibility and project management duties. Education from an accredited college or university in such areas as Business Administration, Public Administration, Construction Management, Engineering, Facilities Management, Construction Technology or related field may be substituted for experience on a year-for-year basis (no substitution for at least two years of supervisory experience).

DESIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Construction Management, Engineering, Facilities Management, Construction Technology, or related field.
- Additional current certifications or training in facilities management/maintenance highly desired.