

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Facilities Manager</b>
<b>Class Code Number</b>	<b>5035</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>31</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Supervises and directs preventative maintenance programs and repairs on designated building systems to ensure full and productive use of City facilities; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to develop and implement a sustainable preventative building maintenance program for most City owned facilities, with major emphasis on work crew supervision, building evaluation and contract management. The work is performed under the direct supervision of the Public Works Director, but extensive leeway is granted for the exercise of independent judgment and initiative.

The Facilities Manager provides supervision over specific projects as assigned by the Building and Grounds Manager. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The duties of this class may be performed in an outdoor environment which may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Formulates facilities plan by conducting facilities assessment, inventory categorization, replacement schedules, cost estimation and funding;
- Develops computer maintenance management programs for City buildings and facilities;
- Maintains records on preventative maintenance for applicable City facilities;
- Develops operating budgets and capital project budgets;
- Monitors and controls budget expenditures;
- Maintains suitable supplies for equipment;
- Supervises City work crews, responsible for crew productivity and safety;
- Develops capital project bid documents;
- Monitors private sector contractors working on City buildings and facilities;
- Provides required on-call assistance to emergency call-outs for building repairs;
- Remain current on the principles, practices, and new developments in assigned work areas;

- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Thorough knowledge of computers and software using standard or customized software applications appropriate to assigned tasks;
- Ability to train, assign, organize, prioritize, motivate, supervise and evaluate the work of assigned employees and contractors;
- Ability to use logical and creative thought processes to develop solutions for short term and long term building systems needs;
- Ability to develop and monitor budgets;
- Ability to understand and read blue prints, operating manuals and specifications relating to building systems;
- Thorough knowledge of basic carpentry, electrical, plumbing and HVAC systems;
- Ability to demonstrate competence in computerized building control systems;
- Demonstrate the desire to maintain career improvement;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to comprehend and follow safety rules and regulations;
- Ability to communicate well with others, both orally and in writing;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Extensive experience in the management of building systems;
- Extensive experience in computer maintenance management systems; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- Possession of a valid Alaska driver's license;
- Possession and maintenance of a first aid and CPR certification;

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely;
- Sufficient manual dexterity with or without reasonable accommodation;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in confined spaces and climb ladders.

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