

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2019**

**POSITION TITLE: ASSISTANT FACILITIES
MANAGER**

GENERAL DESCRIPTION OF DUTIES

Under the direction of the Facilities Manager, performs technical, administrative, and supervisory work in maintaining all City facilities. Employees in this classification provide assistance with the direction, management, and supervision of skilled and semi-skilled subordinate staff. Performs other duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists with the activities of facilities maintenance, repair, and construction activities; manages, oversees, and supervises the work of contractors and employees in performance of work.

Assists with the coordination and review of work activities, projects and programs associated with building and facilities' maintenance and construction; reviews and evaluates work projects, methods and procedures; meets with contractors to identify and resolve problems.

Assists with Identifying opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.

Assists with the preparation of specifications for various contract jobs and the evaluation of various bids and proposals for contracts; makes contract recommendations; monitors contracts to ensure compliance.

Assists with the supervision and provides guidance to general contractors; estimates project costs for feasibility; ensures that bids are cost effective.

Assists with the direction, coordination and review of the work plan for all city facilities maintenance programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work projects, methods and procedures.

Assists with the management, planning, prioritizing, assigning, supervision and revision of the work product of staff responsible for providing facilities management and maintenance services within the division; reviews and approves evaluations, time sheets and other personnel actions.

Assists with the preparation and administration of operating budget and related capital expenditures; determines purchasing needs and reconcile invoices, authorize payments.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Assists the Facilities Manager in implementing policies and procedures; ensures compliance with safety standards.

Maintains and updates a variety of files and records; distributes work orders; prepares a variety of written documents including reports, letters, memorandums and other correspondence.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude

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management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate Degree from an accredited college with a degree in engineering, physics, architecture, facility maintenance, business, finance, construction management, public administration, management, or a closely related field; Bachelor's degree preferred; or Trades License in any construction field; plus five (5) years of experience with considerable work experience in construction, repair and at least 36 credit hours in a related field from an accredited college; or the City may consider an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Valid State of Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

Computer Skills: Requires the knowledge, skills and ability to proficiently operate a computer and popular software programs such as Microsoft Outlook, Word and Excel.

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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert extremely heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling; and the lifting, carrying, pushing, and/or pulling of objects and materials in excess of 50 pounds.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, disease and/or pathogens, electrical currents, explosives, bright/dim light, noise extremes, vibrations, machinery, and dusts or pollen.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.