

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2019**

POSITION TITLE: FACILITIES MANAGER

GENERAL DESCRIPTION OF DUTIES

Under the direction of the City Manager, the purpose of the position is to perform technical, administrative, and supervisory work in maintaining all City facilities. Employees in this classification direct, manage, and supervise skilled and semi-skilled subordinate staff. Performs other duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Coordinates the services and activities of facilities maintenance, repair, and construction projects; manages, oversees, and supervises the work of contractors and employees.

Coordinates and reviews the 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.

Selects, trains, motivates and evaluates building facility maintenance, repair, construction personnel; provides and coordinates staff training; works with employees to correct deficiencies; implements disciplinary and termination procedures.

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

Prepares specifications for various contract jobs; evaluates various bids and proposals for contracts; makes contract recommendations; monitors contracts to ensure compliance.

Supervises and provides guidance to general contractors; estimates project costs for feasibility; ensures that bids are cost effective.

Directs, coordinates and reviews the work plan for city facilities' maintenance programs; meets with staff to identify and resolve problems; assign work activities and projects; monitors work flow; reviews and evaluates work projects, methods and procedures.

Manages, plans, prioritizes, assigns, supervises and revises the work of staff responsible for providing facilities management and maintenance services within the division; reviews and approves evaluations, time sheets and other personnel actions.

Assists in the preparation and administration of the operating budget and related capital expenditures; determines purchasing needs, reconciles invoices, and authorizes payments.

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

Assists the City 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

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position in the class. The omission of an essential function does not preclude 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, business, finance, 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 the construction, repair and maintenance field including at least three (3) years of supervisory and management experience and at least 36 credit hours in a related field from an accredited college in a related field; 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.