



JOB DESCRIPTION

TITLE: Facilities Manager
DEPARTMENT: Administration
GRADE: 17
FLSA: Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 1/23/2013

POSITION SUMMARY

Under the general direction of the Assistant City Manager the Facilities Manager is responsible for directing the maintenance, repair and upkeep of all municipal buildings. Duties also include managing maintenance related services by outside vendors, recommending changes and establishing priorities. The Facilities Manager ensures the adherence to safe work practices and facility modifications in compliance with all codes and laws and maintains adequate staffing to ensure that objectives are achieved within budget.

The Facilities Manager supervises the work of employees and/or community service workers assigned to the Facilities Division. The Facilities Manager must lead in creating an environment where team work is cultivated.

ESSENTIAL FUNCTIONS:

- Schedule, plan, organize and manage staff responsible for maintenance, repair, and upkeep of municipal buildings and facilities. Prioritize organizational needs, complaints, work orders, coordinating with other departments to schedule time frames for completion of scheduled work assignments.
- Direct, supervise and evaluate the work of the employees of the Facilities Division.
- Manage and monitor custodial care for city-owned buildings and facilities, grounds and properties.
- Ensure compliance with applicable codes, laws, rules, regulations, standards, policies and procedures.
- Take necessary steps to make city buildings and facilities accessible and safe to the public and employees.
- Coordinate procurement of equipment, supplies and materials to perform required duties effectively and efficiently.
- Read and interpret construction drawings, blueprints, docs and specs.



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- Has a working knowledge and ability to perform minor carpentry, masonry, electrical, heating and cooling, and plumbing.
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

High School Diploma or GED and at least five (5) years experience performing custodial labor and building maintenance work. It is preferred that the individual in this position have five (5) years of supervisory experience of custodial or facility maintenance employees. A valid Utah Driver's License is required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work with and supervise employees or community service workers.
2. Knowledge of methods, materials and equipment used in custodial and grounds repairs and recognize need for repairs.
3. Ability to understand and follow oral and written instructions.
4. Physical ability to perform work required.
5. Ability to establish maintenance programs and work assignments.
6. Ability to perform minor carpentry, masonry, electrical, heating and cooling, and plumbing.
7. Maintains effective working relationships with other employees and interacts with the general public in a polite and professional manner.
8. Ability to work unsupervised and with the utmost confidentiality.
9. Ability to follow complex instructions; work under stressful working conditions created by strict time frames; manage angry individuals and unpleasant situations.
10. Ability to communicate effectively in English, both verbally and in writing.
11. Follow written and oral instructions accurately.
12. Prioritize tasks.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Continuous physical effort required in performing duties requiring walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required to use maintenance equipment. Use of cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure in inclement weather for outside duties with some disagreeable factors in both situations such as dust, dirt, grease, heat and cold. Needs to lift up to 50 lbs on a regular basis. Position may be required to work early morning or late evenings depending on the needs of the city. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior.



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The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.