

JOB DESCRIPTION

JOB TITLE: Facilities Manager

DEPARTMENT: Parks and Recreation

REPORTS TO: Director

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, directing and performing the activities related to maintenance, repairs and improvements to the following City facilities (Municipal Building, Fidalgo Center, Police Buildings, Fire Buildings, Museum Buildings, Library and others as assigned) in compliance with established local, state, and federal standards. Participate in short-term and long-range planning for the department and responsible for day to day supervision of assigned employees to make the most effective and efficient use of skills, facilities, and equipment available.

LEVEL OF AUTHORITY: Performs duties with only general direction and defined latitude for independent judgment within established guidelines and policies. Errors in judgment could have substantial impact on public acceptance of programs and efficient operations of the department.

WORK ENVIRONMENT: Some work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards such as chemicals. Other work is performed indoors at the above-listed City facilities. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Participate with Director in long-range planning and establishing priorities for facilities maintenance, repairs and improvements.
2. Supervise assigned staff, regular and seasonal, planning, organizing, and directing work activities, participating in hiring; conducting orientation and training; preparing performance evaluations for the approval of the Director; and recommending disciplinary action to the Director.
3. Direct and/or perform the daily maintenance, repairs and improvements of assigned facilities.
4. As required, coordinate work activities with other City departments, representatives of local, state, and federal agencies, citizens, and equipment and service suppliers.

5. Maintain excellent public relations by assuring that public/and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquiries to the Director.
6. Negotiate, prepare, implement and administer construction and service contracts.
7. Prepare and coordinate bid packages necessary for the purchase of maintenance equipment, materials and supplies.
8. Periodically inspect all city buildings and advise as to preventative maintenance measures needed.
9. Establish and implement maintenance schedules for all city buildings.
10. Maintain a work order system that tracks time spent on the various buildings and allows other departments to check on the status of their work requests.
11. Stay informed on changing products and technology and make recommendations to the director.
12. As required, prepare labor, material, time, and equipment estimates for new or modified facilities.
13. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have or acquire a working knowledge of facility maintenance and operations.
2. Must have sufficient experience knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance, including a basic general knowledge of electricity, plumbing, carpentry and HVAC systems.

3. Must have a thorough knowledge of work hazards, safety procedures, and public safety matters.
4. Must possess a valid Washington State driver's license.
5. Must be able to obtain a first-aid/CPR card.
6. Must be bondable.
7. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.

Physical Capabilities

1. Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather, as necessary.
2. Ability to monitor radio messages while doing other work throughout the day.

Other Capabilities

1. Must have excellent communications skills to direct employees, coordinate with other departments, answer public inquiries and enforce City facilities' rules tactfully but firmly.
2. Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations.
3. Flexibility to be available for emergency call-outs during off time.
4. Reading ability to read and interpret technical journals, manuals and other materials pertaining to facility maintenance, equipment, systems and repair.
5. Writing ability to write correspondence, memos to employees, and schedules.

Use of Tools and Equipment

Ability to use all tools and operate all equipment necessary to perform work of the position.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____