

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Facilities Operations Manager **GR:** P **FLSA:** EX **DATE:** 03/12/2015

DEPARTMENT: Parks & Recreation **DIVISION:** Facility Maintenance

REPORTS TO: Deputy Director of Parks & Rec. **APPROVED:** _____ **JOB CODE:** 4075

GENERAL DESCRIPTION:

Under administrative direction, plans, directs, organizes, and manages the City's building maintenance program, including custodial services, electrical, HVAC, plumbing, and general building maintenance services.

TYPICAL DUTIES:

- Plans, organizes, and manages the employees responsible for the ongoing maintenance of City facilities including hiring, evaluation, and disciplinary matters of assigned personnel; develops and implements goals, objectives, policies, procedures, and work standards for Facilities Maintenance; assists in the strategic planning process
- Plans and identifies material and equipment needs for maintenance and building projects; inspects work to ensure compliance with building codes and safety regulations; solicits for and negotiates maintenance and repair related contracts in accordance with adopted requirements; provides feedback in the design or redesign of facilities and building systems
- Develops, manages, and monitors the Facilities Maintenance budget; evaluates operating costs and develops programs for improving efficiency; develops strategies to maximize output and efficiency, working with staff on implementation schedules and processes; identifies, optimizes, and implements appropriate preventive, corrective, and predictive maintenance strategies based on life cycle costs and risk assessment analyses
- Develops training and safety programs; maintains compliance with occupational safety regulations and utilizes best practices
- Utilizes computer systems for tracking and evaluating maintenance performance activities; compiles and analyzes statistical data and prepares technical reports for various projects and programs; maintains records and generates reports necessary for documentation of regulatory compliance and performance monitoring
- Coordinates the work of Facilities Maintenance with other City of Salina departments, outside agencies, contractors, and the general public
- May respond to weather and other emergencies; works varied schedule as needed and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Responsible for supervision of a medium number of skilled and semi-skilled employees as the manager of the Facilities Maintenance division.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Associates Degree from an accredited college with a major in construction management or closely related field; five (5) years of professional experience in the construction or maintenance and repair of facilities with two (2) years in a supervisory role; or an equivalent combination of closely related education, training, and work experience. Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Effectively assign and supervise personnel. (Daily)
Maintain and conduct an effective maintenance program. (Daily)
Establish and enforce safety practices. (Daily)
Ability to organize and maintain accurate records. (Daily)
Apply the knowledge of materials, equipment and procedures to perform maintenance and construction activities. (Daily)
Maintain accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently and/or up to 20 lbs of force constantly to move objects.
Climbing/Balancing: Climbs inclines, uneven surfaces, balance required
Walking: Moderate walking required
Stooping/Bending: Occasional
Stand/Sit: Sit about 25 percent of the time
Reaching: Occasional reaching, overhead as well as horizontal
Vision: Adequate to perform essential functions
Color Vision: Adequate to perform essential functions
Hearing: Adequate to perform essential functions
Speech: Frequently express ideas and be understood
Eye/Hand/Foot Coordination: Necessary to operate equipment and hand tools
Manual Dexterity: Limited to occasionally uses hand and power tools

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside
Cold/Heat: Adverse weather conditions possible
Wet/Dry: Adverse weather conditions possible
Noise/Vibrations: Equipment and construction noise
Hazards: Moderate exposure to construction areas
Fumes/Dust/Odors: Moderate exposure to dust, odors and fumes
Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.
Ability to understand and apply mathematical concepts accurately.
Ability to listen to and apply information and instructions.
Ability to maintain accurate records.
Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Carpentry tools, hand tools, electric test meter, paint sprayer, light generator, computer, calculator and vehicle.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.