SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Facilities Manager - Maintenance Services

Revision Date: 1/07
EEO Code: Service-Maint.
Status: Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Personnel & Management Services, performs or coordinates maintenance operations of City Hall and other city buildings, as assigned. Supervises the work of maintenance program staff members.

III. Essential Duties:

- Performs a variety of technical skilled duties related to planning, organizing, directing, performing and coordinating facility maintenance services and operations
- Establishes facility maintenance work priorities and completes maintenance assignments, as necessary
- Coordinates and implements purchasing and project contracts; develops written and defined bid specifications, solicits bids and makes recommendations for bid awards
- Monitors building maintenance budget, prepares and forecasts budget requirements annually; makes recommendations regarding changes in budgetary needs
- Implements facility security needs and policies, including the proper operation and function of various security and/or access systems (emergency power, fire, alarms, etc.)
- Operates, manages and monitors maintenance of heating, ventilation and air conditioning (HVAC) systems in assigned city facilities. Manages and monitors systems to ensure proper operation and efficiency. Troubleshoots system failure/problems, as necessary
- Coordinates various remodeling and construction projects, including proposed budgets and time lines for completion
- Coordinates service activities of outside contractors to assure proper performance and completion of contracted capital and maintenance services
- Conducts regular inspections of facilities to identify and correct maintenance problems and/or hazards
- Evaluates needed repairs and maintenance and does the work "in house," where feasible
- Contracts for and oversees the maintenance and repair work that is not feasible to do "in house"
- Maintains a work management system and a log of equipment repairs. Files and records instruction manuals and warranties for all building equipment
- Inventories and monitors the distribution of all keys in assigned facilities
- Ensures that assigned buildings are unlocked each morning and locked each evening
- Responds to calls on security problems, when needed
- Supervises and disciplines division technicians, including temporary/seasonal staff
- Schedules working hours for all program personnel
- Initiates personnel actions related to recruitment and selection
- Keeps buildings and systems in compliance with fire codes, building codes and insurance requirements
- Reviews systems for obsolescence and effectiveness
- Establishes and implements processes for responding to departmental work order/repair requests at City Hall and other City facilities, as required
- Coordinates with custodial personnel to minimize the cost of equipment and supplies.
- Moves and repairs furniture and moveable partitions
- Develops and implements on-going, preventative maintenance schedules for assigned capital facilities, systems and services, including elevator service, paint, wallpaper and carpet

replacement, fire suppression systems, HVAC units, etc.

- Prepares city facilities for meetings, activities and seasonal events
- Responsible for event scheduling in assigned city facilities, including the City Hall multi-purpose room

IV. Marginal Duties:

- Provides advice on cleaning, maintenance, and related issues for other city buildings when requested
- Maintains and operates fountains, flags and poles in assigned city facilities
- Monitors grounds for snow or ice dangers and coordinates with the Parks Department or the Public Works Department to address identified problems
- Monitors energy usage and makes recommendations for operating city facilities efficiently

V. Qualifications:

Education: Graduation from high school. A bachelor's degree in facilities management and/ or journey level licensing in electrical, plumbing, carpentry, or related field is preferred.

Experience: Four years related experience in facilities maintenance with two of those years including supervisory experience. Two years of specialized training in refrigeration and air conditioning preferred. May be required to possess construction and/or professional technical licenses or certifications. Must possess a valid Utah drivers license.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Basic carpentry, electrical, plumbing & related building trades; HVAC systems; grounds maintenance practices; public sector procurement practices; customer service techniques; supervisory practices; the Americans with Disabilities Act; OSHA regulations and safety practices.

Responsibility for: Keeping City Hall and other city buildings, as assigned, in good repair; cost effective maintenance of facilities and equipment; safety of city employees and visiting public; managing risks presented by hazardous materials, blood borne pathogens, equipment usage, and other potential hazards; city facility security; responsibility for making decisions affecting the activities of people, including meeting deadlines and budget estimates; building services budget administration; the supervision of a full time and a temporary/seasonal facilities technician.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgement to avoid friction; access to information that must be kept confidential; communicate effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Requires use of a wide variety of hand and power tools, elevators and an HVAC system; ability to use a personal computer for spreadsheet, word processing and other applicable applications.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems.

VI. Working Conditions:

Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (up to 70 pounds)

required; occasional heavy (45 pounds and over) carrying; occasional exposure to stressful situations as a result of human behavior and deadlines. Some evening and weekend work required with some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do 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.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____