

DRAFT

Facility Manager

General Definition of Work:

Performs difficult technical and administrative work overseeing the operations, construction, maintenance, repair and sustainability of City-owned buildings and grounds; does related work as required. Work is performed under general supervision of the XXXXX Director.

Conditions of Work:

This is medium work requiring the ability to perform manual labor for extended periods of time, often under unfavorable weather conditions; requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

Work is conducted indoors; frequently works near moving mechanical parts and is frequently exposed to toxic or caustic chemicals. Also works in outside weather conditions and exposed to wet and/or humid conditions.

Essential Job Functions:

- Plans, schedules, directs and inspects the work of City and contracted personnel engaged in maintenance and repair of the numerous buildings and immediate grounds owned by the City.
- Develops, manages, directs, and supervises programs for cyclical replacement and repair including development, implementation and administration of the maintenance program.
- Identify and recommend methods to facilitate sustainability planning for the City, design, plan, organize, implement and measure sustainable programs and practices.
- Assists City administration with providing technical assistance to architects and engineers in the planning of new and/or renovations of facilities.
- Assists in preparation of plan and specifications for new equipment to provide increased operational capacity or efficiency.
- Prepares and implements policies and procedures for the operation and maintenance of facilities.
- Prepares budget estimates based on anticipated material and personnel needs.
- Develops, coordinates, monitors and administrate contracts for maintenance, landscaping, custodial, and supply support.
- Supervises and trains subordinate personnel.

Typical Qualification:

Experience in both facilities management and implementing and managing sustainability or resource conservation programs and a Bachelor's Degree in Environmental Science, Public Administration, Urban Planning or related field is required with some experience in a supervisory capacity. Possession of a valid Virginia Driver's License is required.