

 **City of Pendleton**

 **Job Description**

**Facilities Maintenance Manager**

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| **Department**: Facilities  | **FLSA**: Exempt |
| **Reports to**: City Manager  | **Representation**: Unrepresented |
| **Pay Range**: Department Head - 1  | **Date**: August, 2021 |

**GENERAL POSITION SUMMARY:**

Performs a variety of skilled, technical and administrative work related to the maintenance, repair and development of City facilities and grounds and their supporting infrastructure. Under minimal supervision, this position is responsible for planning, directing, coordinating and executing City-wide facilities maintenance activities including custodial services, preventative maintenance, energy management, renovation, and repair of City-owned buildings.

**DUTIES AND RESPONSIBILITIES:**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. Planning Meets with department representatives to assess facility needs; develops and coordinates short and long term plans and assists with planning for future facility needs. This includes assuring that work environments are maintained in a safe, efficient and professional condition that meets all codes and requirements, including ADA accessibility standards.

2. Supervision Provides general oversight and supervision of the Facilities Department. Supervises maintenance and custodial workers; ensures activities are performed in compliance with all Federal, State and local safety regulations; schedules, assigns and reviews work; makes hiring decisions; conducts performance evaluations; responds to employee grievances and conducts disciplinary processes according to collective bargaining agreements and City policy.

3. Contracting Evaluates need for contracted services; prepares bid specifications for facility work; evaluates and selects vendors; administers contracts, including monitoring and reviewing service contract work for compliance and completion and manages lease contracts on city owned rentals.

4. Janitorial Plans, directs and evaluates janitorial services for all City facilities, including how services will be delivered (by staff, contracted, not provided), the schedule for work to be done, as well as efficiency and effectiveness of work performed.

5. Infrastructure Monitors and adjusts mechanical, electrical, heating and ventilation (HVAC) systems, plumbing, elevator and alarm systems on a regular basis. Schedules, supervises or performs regularly scheduled maintenance and/or repair of these systems. Maintains the citywide maintenance scheduled for buildings. Develops plans and oversees work for capital improvement projects on City facilities (i.e. roof replacement, building bus shelter, etc.)

6. Coordination Coordinates work orders, emergency requests and scheduled work within available resources. Monitors work being performed by subordinate staff, contractors or others. Coordinates temporary power requirements and organization for special events; including making arrangements for lighting or other electrical needs, seating arrangements, deploying acoustical panels, etc.

7. Records/Budget Maintains records of maintenance or repair activities, contracts, supplies used or needed and related inventory records. Prepares and keeps reports of special activities as requested. Develops and monitors Facilities budget, including making recommendations for future projects, improvements or repairs, and calculating their costs. Develops annual budget for capital improvement projects for City facilities.

1. Emergencies Responds to emergencies or other reports of damage or malfunctions; evaluates the circumstances and determines appropriate course of action to avert additional damage and restore or repair the problem.

**IMPORTANT FUNCTIONS:** (*list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks*)

1. Provides oversight for maintenance of the aquatic center and wading pool, including winterization, spring preparation, circulation, filtration and disinfection systems, boilers and heaters, concrete and joint repairs, and pool coatings. Assures compliance with applicable safety and swimming pool codes.

2. Attends meetings and various training seminars or conferences as needed. Attends and provides staff support to a variety of City committees and task teams.

3. Responds to public inquiries.

4. Performs other duties within classification specifications as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required supplemented by education or training related to facility and building maintenance, operations and repairs.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[x]  5 – 8 years

[ ]  Other

Describe experience: Five (5) years of progressively responsible experience related to facility operations including electrical supply and distribution, mechanical systems, plumbing systems, concrete, fire alarm and sprinkler systems, and HVAC control systems including computerized controllers; plus building construction experience including working with contractors, reviewing bids, and overseeing minor construction projects.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Ability to obtain and maintain HVAC local certification.
4. Ability to obtain building maintenance supervision card suitable for building maintenance and electrical HVAC.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of building and aquatics operations and maintenance.
2. Knowledge of construction methods and materials.
3. Knowledge of City policies, procedures, regulations, and codes related to facility maintenance and repair.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Knowledge of and ability to use computers.
6. Ability to read and understand schematics, technical specifications, drawings and blueprints.
7. Ability to diagnose and analyze mechanical, hydraulic, pneumatic and electrical problems and to expedite repairs.
8. Ability to respond to emergencies on a 24 hour basis.
9. Ability to manage minor construction projects and oversee the work of contractors and temporary help.
10. Knowledge of custodial methods and procedures.
11. Ability to organize, plan and execute multiple projects concurrently.
12. Ability to direct, motivate and supervise employees.
13. Ability to communicate effectively orally and in writing.
14. Ability to work independently in the absence of direct supervision.
15. Ability to maintain regular and predictable attendance to serve customers and interact with co-workers, supervisor, patrons/clients, etc., attend meetings, trainings.
16. Ability to establish and maintain effective working relationships.
17. Ability to work as a team member.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Pickup and trailer, scissor lift, bucket truck, forklift
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Building Utility Worker, Building Maintenance Tech., HVAC/Electrical Tech., Facilities Maintenance Tech 3, custodial staff. Position also directs and oversees contractors working on special projects.
2. This position reports to the City Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[x]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[x]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors in all City buildings in a temperature controlled environment, but also includes outside on various City properties.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 6:00 a.m. – 3:00 p.m. Monday – Friday. Variations include (check all that apply):

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [ ]  Input [x]  Prepare [x]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: June, 2014

Revised: July, 2021

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Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.