

## City of Dunedin, Florida

### Class Description

#### **JOB TITLE: Facility Services Manager**

Public Works Department

Facility Services Division

#### **GENERAL STATEMENT OF JOB**

Under general supervision and direction, plans, directs and supervises the personnel of the Facility Services Division, including the capital replacement of assets, routine to moderately complex repair, maintenance, construction activities, and inspection of all City buildings and facilities or properties and the associated infrastructure. Manages contract services for City facilities and custodial maintenance. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Assistant Director of Public Works and/or the Public Works Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Oversees all of the Facility Services Division and supervises assigned personnel. Duties include short-term and long-term planning, project coordination, asset and work management, evaluation of effectiveness and efficiency of division operations, and assigned office functions. Ensures compliance with all applicable policies, procedures, laws, regulations and permitting requirements and enforces all applicable policies and safety regulations for the protection of City staff and the public.

Provides leadership and guidance to Facility Services Division personnel as assigned. Management and supervisory duties include; scheduling, instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; ensuring that employees are properly trained for work performed, acting on employee problems including counseling; and/or recommending disciplinary action, employee transfers, promotions and discharge.

Processes requisitions and orders supplies and equipment required for the division's daily tasks, ensures employees have required stock according the City Purchasing procedures. Reviews the work of subordinates for completeness and accuracy; evaluates and make recommendations as appropriate; offers advice and assistance as needed.

Assists In developing and administering the Facility Service annual operating and capital budgets including program/activity budget and annual work plan.

Oversees the dally maintenance of the City's infrastructure to ensure the safe occupation and access of buildings for employees and the public, and the ingress and egress of pedestrians. Provides required preventative maintenance and repairs to the City's facility infrastructure while providing a high level of customer satisfaction.

Coordinates activities with other divisions, sections, utilities, agencies, engineers, contractors, and divisions, at all levels, as required. Keeps customers informed of project status. Plans and assigns contract services and the labor, equipment and materials required for construction, maintenance and repair projects. Ensures the availability of adequate and properly functioning equipment, tools and materials for daily tasks assigned to division personnel.

Responds to, evaluates, and reports on complaints and concerns. Prepares and responds natural disasters and storms, in advance, during, and after the events and as directed. Receives, inspects, investigates, building/facilities problems or issues. Responds to inquiries, concerns and complaints regarding activities and services.

Compiles data for and prepares a variety of required reports, records and correspondence. Enters computer data; uses computer and various applications to monitor work performance, asset management and produces routine reports, spreadsheets, and project management documentation.

Must possess experience coordinating bid processes; working closely with architects and engineers to develop designs and specifications; managing building remodel projects; overseeing operations, maintenance, preservation, and restoration of facilities including building, heating, ventilation, solar, electrical, plumbing, building access, and air conditioning (HVAC) systems.

Monitors and evaluates work requests, emails, computer software/applications and issues work orders as required. Insures the proper development and use of an effective computerized work management system, and monitors annual work plan for cost effectiveness and efficiency by distribution and prioritization of work. Routinely reviews work and performs timely follow up to ensure work is completed and feedback is provided to customer. Provides assessment and estimates for field work and projects.

Requires management of on-call rotation, special event attendance, and emergency response personnel.

Schedules projects and provides routine status updates with the Assistant Director and Department Director. Keeps Assistant Director informed of any problems or issues that require immediate action.

Attends training seminars and meetings as required and arranges training for personnel as

needed.

### **ADDITIONAL JOB FUNCTIONS**

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Performs field work in the construction of the City's facilities infrastructure. Maintains assigned vehicles, equipment and tools.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in industrial management, business, facilities management, engineering or related field with five years of experience in Facilities construction, maintenance management, including two years of prior supervisory experience. Special consideration will be given to applicants who have completed or are enrolled in any of the following State of Florida recognized trades or apprenticeship programs in HVAC, electrical, or plumbing.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida Driver's License with a good driving record. Certification in one or more of the following is preferred but not required: American Public Works Association (APWA) Certified Public Works Professional- Management and/or Supervision; APWA Certified Facilities Manager; other similar certifications from accredited agencies will be considered including, Florida Certified Public Manager (CPM), Florida Department of Transportation (FDOT) certifications, and International Facility Management Association (IFMA) Certified Facility Manager.

Certifications from the Federal Emergency Management Agency (FEMA) are required within 12 months of employment (NIMS ICS 100, 200 & 300). ICS 700 & 800 required within 24 months of employment.

Must be able to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Facility Services Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of the principles, theories, practices and methodologies of facilities construction, maintenance and repair management, and other fields applicable to the requirements of the position. Has knowledge and advanced skill in various trades and the principals of management of the same. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying responsible attention to detail as necessary in preparing simple records and reports. Has the ability to speak and understand the English language.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce and /or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of division budgets, and knows how to prepare and monitor budgets.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate division activities with other City departments/divisions, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles Involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of employees. Knows how to maintain effective relationships with personnel of other divisions, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment. Has the ability to use, operate and/or handle a variety of electrical diagnostic and mechanical equipment. Has knowledge of the methods, tools, and materials associated with the maintenance and repair of city facilities. Requires the ability to use, operate and/or handle equipment such as a computer, printer, copier, calculator, telephone, etc.; and the ability to operate, maneuver and control the actions of heavy construction equipment, hand and power tools, etc.

**Verbal Aptitude:** Requires the ability to use consulting and advisory data and information, as well as, reference, descriptive-and/or design data and information as applicable. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to, deal with several concrete and abstract variables, and to analyze major problems that require complex. planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort In sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi- skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Field tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).


**Sensory Requirements:** Some tasks require visual, olfactory, depth, texture and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks require exposure to smoke/dust/pollen, fumes, odors, wetness/humidity, electric currents, disease/pathogens, harsh cleaning agents, toxic/poisonous agents, vibrations, noise extremes, machinery hazards, traffic hazards, bright/dim light and adverse weather conditions.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
Public Works Director

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Date