



## City of Irving Job Description

### Facilities Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	CIP
<b>Job Code:</b>	04041	<b>Reports To (Job Title):</b>	Assistant CIP Director

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#### **PURPOSE**

To oversee the daily management of the Building Services division with the responsibility of coordinating and directing custodial and building maintenance of buildings and other facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Supervise Building Maintenance and Custodial Divisions.
  - Represent the City with architects, engineers, and contractors in the development of specifications for projects.
  - Oversee all general construction of facilities with division staff and outside contractors.
  - Prepare presentations and present information to management and external meetings.
  - Negotiate and hire contractors and ensure that completed work complies with specifications, codes, and regulations.
  - Coordinate and administer the division and departmental budgets.
  - Manage compliance with federal, state and municipal laws.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Attend various council or committee meetings as necessary.
- Answer questions and provide information to customers.
- Administer processes to track group productivity and customer satisfaction.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 40-45 employees.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Administers budget of \$4,300,000.00 for Building Services Division.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from accredited four year college or university in subject field.

### **EXPERIENCE**

- At least five (5) years of experience in management of construction or trades including a minimum of two (2) years in a supervisory capacity

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- Engineer or architect license or Master trade license.

### **KNOWLEDGE OF**

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles and Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

### **SKILLS AND ABILITIES IN**

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Planning: Sensing the environment and setting goals and objectives.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

This position interacts with all city departments, and often interacts with outside agencies such as contractors, consultants and vendors.

## **EQUIPMENT AND PROPERTY**

This position utilizes a personal computer, copier, fax, cell device and automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to listen, see, and stand. Frequently, s/he is required to balance, carry, climb, crawl, vehicle, grasp, kneel, push or pull, reach, run, sit, stoop, talk, and walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.