



City of Irving Job Description

Facilities Manager

FLSA Status:	EXEMPT	Job Department:	CIP
Job Code:	B041	Reports To (Job Title):	Assistant CIP Director

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.