



JOB DESCRIPTION

Facilities Manager

Date Prepared: August, 2021

SUMMARY: *Under limited supervision, supervises assigned staff, manages, and coordinates the daily maintenance, operations, and improvement of all municipal buildings, swimming pools, lighting, and facilities; and performs related duties, as required.*

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Oversees the maintenance of City buildings, swimming pools, lighting and other structures; makes recommendations for and facilitates related improvement projects.
- Oversees facility use schedules; plans and coordinates division activities with other City departments and divisions, as well as outside agencies.
- Attends and participates in meetings of assigned committees, working groups and various community groups; participates in community building events.
- Assigns, trains, supervises, and evaluates the work of maintenance crews and other division personnel as assigned; effectively recommends personnel action; prepares and presents verbal and written discipline reports, as necessary.
- Promotes teambuilding; encourages professional training and development for assigned staff.
- Participates in security and infrastructure assessments; makes recommendations and facilities related structural improvements.
- Prepares staff reports and recommendations.
- Develops project scope and specifications for facilities-related projects and requests for proposals/qualifications; evaluates quotes/bids per municipal code.
- Manages contracts, reviews and approves invoices, and monitors purchase orders.
- Maintains department records and provides requested reports; prepares operating and project budget recommendations; monitors budget and project allocations.
- Develops schedules for preventative and routine maintenance of City facilities, related systems and equipment; maintains supply and equipment inventories.
- Utilizes computer software programs competently and efficiently.
- Communicates effectively, both orally and in writing.
- Routinely adheres to City policy and procedures and performs job functions in a safe and proficient manner; enforces safety and other regulations.
- Maintains a positive attitude and provides excellent customer service.

- Maintains effective work relationships with supervisor, fellow City employees, customers and outside agencies.
- Operates City vehicles and equipment in a safe and efficient manner.
- Performs other related work, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma OR GED equivalent AND five years of experience in a building maintenance or project management related field, INCLUDING three years of experience in a supervisory capacity. Sixty college semester units in a related field may substitute for two years of supervisory experience.

Knowledge of:

- Principles and practices of managing a municipal facility maintenance division; tools, methods, and materials used in facility maintenance.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe methods.
- Community organizations and resources.
- Municipal budgeting and purchasing procedures.
- Supervisory and leadership techniques; administrative techniques, including the principles of organization and budgeting.
- Interpersonal skills requiring the use of tact, confidentiality, patience, and courtesy.
- Department policies, operations, and goals; advanced principles and practices of budget preparation and administration.
- Strong public relations skills to effectively resolve conflicts.

Skill in:

- Planning, development and coordination of facility maintenance services.
- Preservation of the safety of employees and others through training.
- Speaking effectively in a public forum on related topics and issues.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Preparing and completing employee performance evaluations.
- Effectively presenting information in writing and orally to the general public, outside agencies, and fellow employees.
- Maintaining records and preparing reports.

- Maintaining quality customer service by being responsive and using tact, diplomacy, and courtesy in dealing with the public and employees.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices and operating vehicles and equipment in a safe and efficient manner.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an office environment with field work. Duties outdoors require working in a construction zone environment with exposure to a variety of environmental conditions, such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must have the mobility to visit various job sites on an occasional basis and perform physically demanding tasks which require the ability to stand, walk, bend, stoop, climb, lift moderately heavy objects, and work in high, precarious places. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form. Incumbent must be willing to occasionally work on weekends, holidays, and evenings. Incumbent must possess the stamina to work long hours and overtime, if necessary.

_____ Date

_____ Date