

## City of Oregon City

## Position Description

Position: Facilities Manager	Management
Department/Site: Facilities	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 130

### Classification Summary

Plans, organizes, manages, coordinates, and participates in providing a comprehensive City-wide facilities management program. Manages, develops, and evaluates preventative maintenance programs, biennial budgeting, compliance inspections, 5-year capital improvement program, maintenance and improvements of facilities, repair and maintenance projects, and staff. Participates, provides input, assesses facility systems in architectural, landscape, system design and construction of new, TI/renovations, and small to large capital projects for facilities.

### Distinguishing career features

The Facilities Manager is a supervisory management position that is responsible for assisting the Parks & Recreation Director in developing and implementing department/city goals and objectives. Integral services and areas of oversight include but are not limited to: managing City-wide facilities including an aquatic facility, adult community center, heritage sites and facilities, Operations Center, Police Department, City Hall, rental homes, arts and culture community center; develop, schedule and implement a comprehensive facility management programs; develop and administer budgets; assist in acquisition and development of properties for future facilities; energy efficiency programs; contract administration; manage small and large CIP projects; prepare and administer grants; and other department administrative management functions.

The Facilities Manager oversees the work of a team of regular, full-time facilities maintenance specialist, supplemented by seasonal help and independent contractors providing services. Supervisory duties includes prioritizing and developing work plans, evaluating staff performance, monitoring for safety and effectiveness, issuing disciplinary action including verbal and written reprimands, making hiring and promotion decisions, and making recommendations regarding demotion and termination decisions. Advancement to Facilities Manager requires compliance with the qualifications of the position and the ability to establish goals for the section based on community and facilities needs assessment, review the accomplishments of teams and performance of individuals.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Assist the Parks & Recreation Director in developing and implementing goals and objectives in all areas of Facilities Services. Provide guidance in a variety of aspects of existing and future facilities needs and services.
- Plan and participate in the development of the facilities needs assessment plans that include facilities services and capital enhancements.
- Plan, manage, and evaluate the work of assigned staff. Develop, implement, and monitor work plans to achieve facilities service goals and performance measures. Establish performance requirements.
- Provide project management concepts and implementation for small to large capital projects.
- Participate and assist with custodial contractors and facility supply orders.
- Participate, communicate, and assist with limited grounds and landscape projects and improvements.
- Participate in developing Facilities Department/Division budgets, working closely with each associated building Department Head. Administer and oversee service delivery according to approved budgets.
- Develop, schedule, and implement a comprehensive facilities maintenance and service programs, energy efficiency program, compliance and inspection protocol, ADA and OSHA compliances, and security protocols.
- Facilitate, oversee, implement, and evaluate results of facilities needs assessments. Identify, develop, recommend, and implement programs and service to meet those needs. Establish programs to meet each facility's needs.
- Determine program facility equipment and supply needs, optimizing the use of available space and resources. Utilize consolidated purchasing for facility services as applicable. Oversees and monitors the purchase, contract management, distribution, care, use and maintenance of equipment and supplies. Maintain current supply and equipment inventories.
- Prepare applications for various grants; administer approved grants; maintain knowledge of current and relevant grant processes, rules, regulations, and associated agencies.
- Development and implement operating procedures for existing and new facilities.
- Represent the Department's interests on boards and committees; as necessary, represent the Parks & Recreation Director at meetings with City officials and administrators, community organizations and governmental agencies, citizens and other groups or individuals.
- Assist with or directly supervise property acquisition and development projects, small and large CIP projects, studies, and planning projects.
- Administer and manage contracts for services provided by outside agencies.
- Develop, communicate, and implement recommended facility program schedules to associated building Department Head.
- Participate, communicate, and coordinate interdepartmentally and with outside agencies for energy efficiency (Energy Trust), PGE and other associated State, County, and Federal agencies for associated facility permitting, coordination, or project process as applicable.
- Maintain and update financial, statistical, and program-specific data, reports, and records. Develop and maintain computer-aided databases of program information related to facilities maintenance or capital projects.
- Assure safe and efficient operation of facilities. Identify, direct, and resolve facility management/maintenance issues.

- Prepare complete, accurate and concise written reports and correspondence.
- Prepare contracts, bids, negotiate, contract administration, budget monitoring, and assessment of contractor performance for facility projects.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

The position requires professional knowledge of the theories, principles, practices, techniques, and procedures Facilities Management practices. Knowledge of methods and applications of project management. Knowledge of design, planning and development; land acquisition and construction. Knowledge of uniform Building Code, OSHA (Occupational Safety and Health Administration), and ADA (American Disabilities Act) guidelines, other related codes, and regulations for compliance. Knowledge of facilities operation management, bid preparation, budgeting, contract administration and financial stewardship. Knowledge of repair and maintenance practices for HVAC, hot water boilers, related physical plants systems, chemical systems (pools and boilers), plumbing, electrical, materials, tools, and equipment needed for use of repair and maintenance of commercial and residential structures. Ability to read and understand electrical, mechanical, and structural schematics and blueprints. Ability to implement applicable policies and procedures. Ability to incorporate team participation in decision making. Maintain cooperative working relationships with public, contract personnel and City employees. Requires knowledge of personal computers sufficient to access and use common office, security, and facility maintenance and capital project software. Requires sufficient math skill to prepare cost summaries and statistics. Requires well-developed language skills to write reports, proposals, and contracts. Requires well-developed human relation skills to convey concepts and conduct training and use courtesy when dealing with others.

### **Abilities**

Requires the ability to plan, organize, manage, and integrate the activities of a large quantity of facilities and square footage to meet City and department business and public service objectives. Requires the ability to plan, organize, manage, and implement facilities maintenance practices, facility projects, land acquisitions and contracts. Ability to read and interpret construction plans, drawing and specifications. Requires the ability to plan, implement, and evaluate effectiveness of facilities programs and make sound recommendations for improvement. Organize work, set priorities, and exercise sound independent judgment within areas of responsibility. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations. Effectively prepare and present departmental reports, grants, and research projects. Develop, review, monitor and control assigned budgets. Requires the ability to negotiate effectively on behalf of the City. Requires the ability to conduct facility program needs assessment to identify potential alternatives as it relates to facility operational needs. Requires the ability to develop and apply the rules, regulations, policies, and procedures used by the department in connection with facilities operational standards for building code, OSHA, ADA, general safety, and security. Requires the ability to facilitate communication and

relationships with department heads or designee, contractors, community, other agencies, and staff. Requires the ability to coordinate and participate and partner with outside agencies as required. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Must have excellent oral and written communication abilities.

### **Physical Abilities**

Incumbent must be able to function effectively indoors, and outdoors environments engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to stand, walk, climb ladders, and demonstrate activities for intermittent periods of time, lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels.

### **Education and Experience**

Bachelor's degree in facilities management, public administration, human services, or closely related field. Six years of progressively responsible experience in building maintenance, construction and public capital projects including at least 5 years' experience in a supervisory capacity with increasing responsibility in facility or construction management. Or any combination of experience, education and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### **Licenses and Certificates**

Requires a valid driver's license. AFO Certification and CPR/First Aid within 6 months of hire. Must pass background and fingerprint check for City's security standard. Must pass certification for ICS trainings 100, 200, 400 & 700.

### **Working Conditions**

Work is performed indoors and outdoors during all weather conditions. This position is an essential service and responds during inclement weather. This position is expected to be available outside regular work hours to address urgent facility needs.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*