



## FACILITIES MANAGER

DEPARTMENT: PUBLIC SERVICES  
GRADE 17

### CHARACTERISTICS OF THE CLASS:

Under the direction of the Deputy Public Services Director, responsible for the daily administration, coordination, and supervision of all operations in the construction, maintenance, and repair of municipal streets, grounds, and facilities. Responsibilities include monitoring all work in progress. Work is reviewed through observation, conferences, and written reports for results obtained.

### EXAMPLES OF ESSENTIAL FUNCTIONS

1. Prepares daily work schedules; plans work procedures; assigns personnel; oversees supervision of work; maintains records of activities and personnel.
2. Recommends estimates on costs of projects; determines equipment and material needs; prepares reports, specifications, and other documents as needed; investigates for needed repairs and makes recommendations.
3. Oversees the efficiency, production, safety, and work habits of departmental employees; provides technical assistance and training in use of procedures and equipment.
4. Supervises, trains, and evaluates staff and provides for continuing development and training.
5. Prepares drawings and cost analyses for special projects; determines purchases needed for regular and special projects.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

### REQUIREMENTS:

#### A. Training and Experience:

High School Diploma or GED; supplemented by a state license as a General Contractor; or an equivalent combination of training and experience; or a bachelor's degree from an accredited college in Engineering, Construction Management, or a closely related field. Three or more years of progressively responsible experience in a public works department may substitute for the state license and college degree requirement.

**B. Knowledge, Abilities, and Skills:**

Knowledge of construction and maintenance principles and practices for streets, grounds, and building facilities.

Knowledge of principles and practices of supervision and management.

Knowledge of occupational safety rules and practices.

Knowledge of tools and equipment needed to perform public works construction, maintenance, and repair.

Ability to supervise subordinates and to instruct them in the safety rules and practices of the work, and in the use of the tools and equipment of the job.

Ability to communicate effectively, verbally and in writing. Ability to work effectively with employees and the general public.

Ability to make cost estimates for project needs including equipment and materials.

Ability to plan and schedule work projects and personnel, write reports, and maintain records and files.

Skill in operating a variety of tools and equipment used in public works construction and maintenance.

**C. Physical Requirements: 3**

**D. Environmental Requirements: 1**

**E. Sensory Requirements: 8, 9**