

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Facilities Services Manager	Job Code: 2213
Date: November 7, 2017	EEOC Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administrative, planning, and supervisory work responsible for coordinating the maintenance, construction, and security of City facilities.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Administrative Services Director and performs all work under general direction. This work is distinguished by its individual responsibility to oversee the administrative functions of the City-wide facility maintenance program.

ESSENTIAL DUTIES: Oversee all activities of the Facility Services section; provide short and long term strategic direction for the operation, planning, and development of facilities and programs to meet organizational goals and objectives; oversee installation of new equipment and systems; provide for a comprehensive preventive maintenance program for assigned facilities and equipment; oversee maintenance and construction programs and projects in City facilities; direct the design, scheduling, coordination, and completion of construction and renovation projects; inspect facilities to identify safety problems and ensure compliance with Federal, State, and local regulations; direct the implementation and installation of security programs; coordinate activities with City departments, staff, contractors, agencies, and vendors; analyze new and existing systems to identify areas of inefficiency and potential improvement; formulate, recommend, interpret, and implement City-wide facility systems and associated policies and procedures; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on program activities and performance; maintain vehicle and equipment inventory; prepare and submit a timely program budget and administer it throughout the fiscal year, including expenditure oversight; perform Facilities Maintenance Technician duties as needed.

Supervise, plan, and coordinate the work of assigned personnel including scheduling workload; inspect work of assigned staff and ensure work is completed accurately and efficiently; resolve issues, conflicts, and technical concerns as they arise; receive and resolve service complaints; oversee the enforcement of safety standards; oversee training programs for staff; conduct performance evaluations and enact rewards and discipline as needed; identify, evaluate, and resolve personnel concerns; make decisions on selection and retention of personnel; attend and/or lead staff meetings; disseminate sectional and departmental information to assigned staff; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Mechanical Engineering, Industrial Arts, or Business Management and three (3) years of responsible experience in construction management, electrical, electronics, carpentry, plumbing, or related field - one (1) year of which must have been in a supervisory capacity **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].


License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* the methods and techniques of facility and property management; basic principles of real estate acquisition and disposition; methods and techniques of construction trades as they relate to the repair, remodeling, maintenance, and construction of facilities; occupational hazards/safety precautions of the trade; modern supervisory techniques; related laws, codes, rules, and regulations governing construction and facilities management; policies and procedures established for the work system; the operations, functions, and terminology common to the work; and basic English composition, spelling, and grammar. *Skill in:* hand-eye coordination and manual dexterity; basic computer operations; the operation and maintenance of various hand tools and facility maintenance equipment; work management and interpersonal relations as applied to supervising personnel and contact with City officials and the general public; practicing trust-building behaviors. *Ability to:* supervise, direct workflow, and perform evaluations; follow specific and general instructions; ensure adherence to safety practices and procedures; quickly and accurately perform work; prepare and administer an operational budget; communicate effectively both verbally and in writing; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; train subordinate workers; fulfill administrative duties as assigned; exercise considerable initiative, planning, and independent judgement; translate technical data and information into easily understood formats.

TOOLS AND EQUIPMENT USED: Computers and computer-related equipment, standard office equipment, radios, testing and measurement equipment. Occasional use of a variety of hand tools and general maintenance equipment.

PHYSICAL DEMANDS: Requires some physical strength and agility to perform inspections and general facility maintenance operations.

ENVIRONMENTAL FACTORS: Requires exposure to dangerous equipment and hazardous settings including high voltage. May also include occasional exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



 Department Head

11/7/17

 Date



 Mayor/Chief Administrative Officer

11/07/2017

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions