CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Facilities Manager** **UNION: 231**
SG: 8
DEPARTMENT: **Public Works – Operations** **CS: N**
FLSA: N
EEO4CODE: PR

JOB SUMMARY:

Responsible for city-wide Capital Facilities planning, construction and maintenance spanning intradepartmental needs of Police, Fire, Public Works, Parks, Museum, Library and General Administration buildings and grounds. Combines supervisory and customer service responsibilities; the application of technical knowledge in construction, maintenance and custodial services for building systems operation, maintenance monitoring and repair; and building and grounds security for the City's multi-building campus. Supervises project managers, maintenance personnel and custodial supervisor in all aspects of work including hiring and disciplinary actions. Assesses facility needs, recommends, plans and monitors annual budget for facilities capital and maintenance projects. Develops twenty-year Capital Facilities Plan. Provides technical support and supervises personnel conducting capital maintenance construction projects. Supervises and oversees the preparation of construction specifications and bid documents.

SUPERVISORY RELATIONSHIP:

Reports to Public Works Superintendent of Facilities. Works under general guidance and direction in carrying out assignments under City, Departmental and Division policies and procedures, and applicable Federal, State and local regulations. Supervises project managers, maintenance personnel and custodial supervisor. Supervises temporary workers, consultants and construction workers hired by the City, as applicable.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, administers and organizes a comprehensive capital maintenance and repair program for City buildings, facilities and equipment including operation, monitoring and repair; plans and oversees scheduling and implementation of short- and long-range projects; develops and implements an effective preventative maintenance program.

2. Supervises, directs and evaluates the performance of project management and maintenance staff. Develops and/or coordinates ongoing on-the-job training, vendor training and in-house training for capital construction and maintenance work tasks. Develops and enforces safety and training policies; handles minor and routine disciplinary actions; conducts performance evaluations; approves vacation requests and timesheets.

3. Performs facility condition surveys. Performs facilities development and maintenance cost analysis. Performs short- and long-range planning; develops city-wide Twenty-Year Capital Facilities Plan, and Six-Year Capital Maintenance Plan. Researches and develops specific plans and projects to optimize maintenance and operation costs.

4. Directs and assists project management and maintenance staff in analysis and diagnosis of problems; troubleshoots equipment and system failures and determines best course of action for resolving identified problems

5. Serves as a resource to other City departments by consulting on facility issues, making referrals, etc. Coordinates with other division and departmental staff to identify and resolve problems and to mitigate and minimize operational conflicts.

6. Utilizes computerized systems such as maintenance management, building automation, direct digital control, security management, geographic information, and as-built archive systems to schedule, assign, track and record work requests and monitor program accomplishments; maintains records on assets and services; accesses maps and as-built drawings of buildings, facilities and equipment; responds to customer requests; and identifies improvements to the project management and maintenance programs.

7. Reviews work priorities; schedules work assignments; coordinates availability of materials, equipment and personnel. Reviews daily accomplishments; conducts regular inspections and modifies work priorities as necessary. Determines inventory needs for specific equipment/materials. Ensures that work standards adhere to regulations, policies and procedures.

8. Ensures proper operation of all life-safety and security systems, including locks, fire and intruder alarms, access controls, automatic suppression systems and uninterrupted power supplies. Coordinates required inspections, upgrades and repairs. Controls and issues keys and access ID cards. Coordinates regulatory inspection of life-safety systems, conveyance, pressure vessels and boilers.

9. Ensure elevators meet Washington State Department of Labor and Industries code requirements and obtain and monitor contract services and operating permits. Ensure Under Ground Fuel Storage Tanks (UST) meet State and Department of Ecology requirements and maintain licensing. Ensures buildings meet current City of Bellingham Building codes and plan upgrades when appropriate. Ensures City Buildings meet City of Bellingham Fire Department Occupancy code and maintain permits. Ensure compliance with OSHA and WISHA safety code as it applies to building components and maintenance personnel.

10. Provide building assessments and incorporate deficiencies into work requests or capital maintenance improvements to meet Federal Americans with Disabilities Act requirements to ensure compliance with Department of Justice regulations.

11. Prepares preliminary capital and operating budgets. Prepares routine contracts and service agreements; approves expenditures for equipment and materials; prepares and monitors budget for assigned area. Estimates job costs for billable and non-billable work orders.

12. Oversees management of capital facilities construction projects. Supervises design and permit process and preparation of construction specifications and bid documents.

13. Manages City disaster/evacuation routes for specified City buildings. Organizes and conducts evacuation and disaster drills for those buildings.

ADDITIONAL WORK PERFORMED:

1. Conducts routine inspections of facilities. Documents problems noted and corrective action taken or planned. Communicates with other City staff as appropriate to initiate required corrective action.

2. Conducts maintenance skills training and development programs.

3. Performs skilled labor as necessary in emergency situations.

4. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of facilities-related theory and applications applicable to diverse facilities including the business and technical aspects of facilities management.
- Comprehensive knowledge of facilities and buildings, including knowledge of methods, materials, hazards and tools used in custodial services, facility and equipment system construction, maintenance, monitoring, security and operation. Includes knowledge of the following: HVAC, electrical, mechanical, pneumatics and plumbing systems; carpentry; carpet installation; painting and surface preparation; boiler operation; fire safety systems; building security systems; grounds, roofing, elevator maintenance; and asbestos abatement.
- Working knowledge of Federal, State and local building and other regulations related to repair and renovation of public buildings, including but not limited to State boiler regulations and methods, fuels and materials used in the safe operation of boilers and auxiliary equipment.
- Principles and practices of project management and contract administration.
- Current construction methods, costs and cost estimating.
- Public Works permits, processes and requirements.
- Applicable local, state and federal laws, codes and standards related to construction.
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management.

Skill in:

- Supervisory skills to train and evaluate personnel and administer comprehensive performance standards, safety rules, policies and procedures.
- Strong management skills including planning and organizing, problem analysis, and decision making, management control, time management, leadership, interpersonal sensitivity, and relationship building.
- Technical skill to perform preventative and corrective maintenance and to analyze, troubleshoot and correct faults in a public environment.
- The operation of various computer programs including word processing, spreadsheets, database programs including Tidemark and Microsoft Project and other facilities applications specific to the area of assignment.

Ability to:

- Apply technical solutions to day to day problems in a customer focused environment with a thorough understanding of both customer and technical issues. Includes ability to research, understand, and interpret to others information in complex technical manuals, blueprints, legal codes, drawings, schematics, etc.
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures.
- Establish and maintain effective working relationships with other employees, City officials, contractors and developers, representatives of other governmental agencies and the general public.
- Willingness and ability to accept "on-call" status and respond to off hours situations, perform evening and weekend assignments.

- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites, including undeveloped land and project development sites;
  - Occasionally lifts objects (lids, covers, etc.) up to fifty (50) pounds.
  - Occasionally required to climb, balance, bend, stoop, kneel, crouch and/or crawl.

WORKING ENVIRONMENT:

Work is performed primarily indoors in an office environment but may also include outdoor work and visits to building site locations sometimes in confined spaces and in awkward positions to inspect and review work performed by City personnel, contractors, and other persons. Hazards are infrequent but may include: fumes, dust, asbestos, gasses, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized water systems, inadequate lighting and loud noises.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in Engineering, Architecture, Construction Management or related field, AND
- At least six years of facilities management planning and operation in a comparable environment with demonstrated cost control and budget planning, including two years of supervisory experience.
- Training or experience working with low-pressure boiler operation including regulations, safety features, and maintenance procedures and a general knowledge of heating, air-conditioning and control systems required.
- Prior formal training in the construction trades or prior education in facilities maintenance preferred.
- Demonstrated project supervision experience and formal management training strongly desired.
- Continuing education in public facilities management services preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire with periodic re-verification required
- Must be able to complete an asbestos abatement certification per federal requirements and successfully pass State health check annually.
- Employment contingent upon passing a criminal convictions check, local background check and fingerprinting.
- Must be able to respond to emergency call-out within one (1) hour’s time.
- Physical and mental ability to perform the work assigned.
- Must obtain a valid first-aid/CPR card and complete blood borne pathogens training within 6 months of appointment.

PREPARED BY: C. O'Connell
4/96

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