

## **CHIEF OF FACILITIES MAINTENANCE**

### **DEFINITION**

Under direction, is responsible for the day-to-day installation, maintenance and repair of City facilities.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Facilities Manager. Exercises supervision over the day-to-day work activities of skilled, semi-skilled and unskilled maintenance and construction employees.

### **DISTINGUISHING CHARACTERISTICS**

Chief of Facilities Maintenance is a class assigned to the Facilities Management Division of the Public Works Department. Reporting to the Facilities Manager, the incumbent directs and coordinates, through subordinate personnel, the overall activities of the installation, maintenance and repair of City facilities. May fill in for the Facilities Manager in his/her absence. This class is distinguished from Facilities Manager in that incumbents of the latter are the division head of the Facilities Management Division and supervise subordinate supervisors and administrative staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Oversees, supervises and directs the installation, maintenance and repair of City facilities and related systems, equipment, process instrumentation, and computerized control systems.

Evaluates the work of subordinate staff; prepares employee performance evaluations, counsels employees to correct deficiencies, recommends corrective actions.

Receives, prioritizes, dispatches and oversees calls for emergency services. Orders emergency equipment and supervises installations.

Develops project estimates, provides specifications, requisitions, materials, pulls permits and assigns staff and oversees installation to ensure projects are completed in a safe, timely and workmanship manner.

Conducts final inspection of completed projects to ensure they meet their requested specifications and customer expectations. Reviews final project labor, material, equipment, and costs before billing the client.

Acts as Safety Coordinator, conducts training, administers tests and ensures staff is trained to safely perform assigned tasks.

Defines and resolves complex work problems; establishes work standards and operational objectives in assigned areas of responsibility.

Plans, prioritizes and assigns work to ensure that the highest priority requests are taken care of in a timely manner.

Reviews and evaluates ongoing operations, recommends improvements and modifications, maintains records of activities and prepares related reports.

Provides technical administrative support to City or departmental management, committees, or other personnel as assigned.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, and methods of building maintenance, repair, and improvement work including air conditioning, heating, ventilation, electrical, plumbing, roofing, etc.

Applicable federal, state and local laws, rules and policies regarding local government operations.

Principles of management, administrative and budgetary systems, procedures and controls.

Statistical and work measurements, development and implementation of standards and report presentations.

#### **Skills to:**

Operate modern office equipment including computer equipment. Operate a motor vehicle safely.

#### **Ability to:**

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Develop project cost estimates.

