

MAJOR FUNCTION

This is administrative, professional and managerial work directing the upkeep, preventative maintenance and repair of all facilities and grounds belonging to the City of Tallahassee. The incumbent manages staff that includes professionals, licensed trades workers, technicians, and service/maintenance personnel, and ensures that all work is performed in adherence to standards set by state and federal regulatory bodies and contractual obligations. Duties also include serving as liaison with contractors and bidders on minor repair and maintenance contracts. Assignments received allow for considerable independent judgment and initiative in the selection of work methods and procedures for the Facilities Management Department to achieve desired standards in efficiency and effectiveness. Work is performed under the general supervision of the Director of Facilities and the work is reviewed through observations, conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, schedules and directs the Facilities Management Department for maintenance, repair and minor construction (including but not limited to structural, mechanical, electrical, plumbing systems, grounds, paved areas, lighting, and exterior signage. Ensures all required inspections and permits (i.e. Elevator, Fire Extinguishers, Fire Alarm System etc.) are current. Ensures staff's compliance with Federal, State and Local requirements. Directs the interface with tenants to ensure that ongoing maintenance and preventative maintenance management processes and procedures are in place to mitigate and correct problems in a timely, cost-efficient manner. Prepares and monitors annual operating and capital budgets to assure functional responsibilities are accomplished on time and within budget constraints. Develops specifications for all minor construction and contractual services provided. Ensures preventative maintenance schedules are established for equipment and monitors warranties, as appropriate. Coordinates Facilities staff for emergency exercises. Coordinates and ensures Facilities Management staff support to capital project development/construction. Keeps required records and reports. Directs on-call and after-hours maintenance. Recommends the selection, transfer, advancement, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations for approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists Director of Facilities as requested on major programs and projects for the department. Acts for Director of Facilities as designated. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

General knowledge of the standard practices, tools, and terminology of the electrical trade. General knowledge of the construction trade. General knowledge of the occupational hazards of the electrical trade and of the necessary precautions that may be employed. Some knowledge of high voltage current regulators. Some knowledge of automatic high voltage switching systems and emergency transfer panels. Knowledge of standard housekeeping practices. Ability to read and comprehend blueprints, electrical diagrams, and printed circuit diagrams. Ability to draw electrical and printed circuit diagrams. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to train, plan, assign, instruct, review, and evaluate work assignments of supervisory employees. Ability to establish and maintain building and facility inspection checklists and associated documentation required to demonstrate proof of compliance. Skill in the care and use of pertinent tools and equipment. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, architecture, business administration or construction management preferred and five years of technical and professional experience that includes facility maintenance and operations; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment and maintain same, as a condition of continued employment.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 05-03-02
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