

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB368 Facilities Maintenance Manager
<b>POSITION #/TITLE:</b> 2439 Facilities Maintenance Manager	<b>Adopted:</b> 07-07
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/ Facilities Maintenance Services	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 16
<b>Reports To Position #/Job Code #/JC Title:</b> 2406/NB254/Finance Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job Fit Assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Under minimal direction performs work of considerable difficulty directing the management of the City's preventive maintenance program including maintenance of existing City facilities and grounds, equipment, capital improvement programs, property management, and environmental/security operations. Also, directs and coordinates City-wide energy management program. Performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work Building Maintenance Supervisors, administrative staff, building assessment staff, and indirectly over building maintenance workers. Position has key coordination responsibilities for City's energy management program.

<b>Examples of Essential Work (Illustrative Only)</b>
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Directs and coordinates City-wide energy management program, in cooperation with Facilities Maintenance staff and City managers;  
 Develops and implements City-wide strategic energy management plan, in cooperation with City managers;  
 Manages inspections of facilities and grounds to determine maintenance/improvement and environmental needs;  
 Initiates/coordinates for design of repair/improvement projects;  
 Designs and implements a preventive maintenance program;  
 Manages the determination of priorities, cost estimates, and material procurement;  
 Manages the planning, scheduling, and continuity of maintenance and environmental/security operations for City facilities;  
 Establishes control procedures and reports for quality of work, labor cost expenditures, and material cost expenditures;

Creates 10-year financial plan for facilities maintenance department and establishes performance measurements;

Identifies/implements cost-saving maintenance and environmental service methods;

Coordinates and/or consolidates repairs and/or improvements to reduce costs;

Manages training, cross-training and retraining of division employees to ensure sufficient numbers of personnel are trained in facilities maintenance and/or environmental/security operations;

Implements/coordinates capital improvement projects that impact City-owned building, structures, grounds and associated equipment;

Develops the division budget;

Advises and makes recommendations to Finance Director, City Manager, and City Council on matters pertaining to facilities maintenance and environmental/security operations; responsible for establishing leased office space charges;

Works with departments to conduct energy management surveys and inspections, recover energy efficient rebates, and implement energy management recommendations and equipment options;

Performs installation design of energy-efficient equipment for maximum performance and energy cost savings;

Negotiates with utility companies on price and rebate issues;

Manages energy management contracts; ensures completeness and compliance with specified requirements;

Oversees work schedules and plans special projects related to City-owned facilities and grounds;

Establishes job priorities and timeframes for staff;

Reviews completion of job assignments to ensure compliance with standards and adjustment of time frames as necessary;

Manages and coordinates the implementation of Total Quality Systems for facilities maintenance department;

Reviews inspection reports of facilities and mechanical systems and directs or authorizes repairs and upgrades;

Directs and may perform emergency repair and maintenance;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends meetings, conferences and workshops as requested and authorized;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Thorough knowledge of Federal, State, and local laws and regulations that govern energy management systems and programs;

Thorough knowledge of computerized energy management systems in windows network environment;

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in building maintenance and repair;

Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;

Comprehensive knowledge of building and facility maintenance, mechanical and structural trades;

Thorough knowledge of the operation of tools used in building maintenance;

Thorough knowledge of construction and building trades including carpentry, concrete, HVAC, electrical and plumbing;

Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to read and interpret blueprints and plans;

Ability to operate and instruct personnel in the operation of tools and machinery used in building and mechanical system maintenance;

Ability to communicate effectively with the other City employees, supervisory personnel, maintenance personnel, contractors and subcontractors both orally and in writing, using both technical and non-technical language;

Ability to plan, budget and manage contracts for facilities and grounds, and city-wide energy management projects;

Ability to prepare accurate and reliable reports containing mechanical standards and performance, maintenance methods and materials, findings, conclusions and recommendations;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with an Associate's Degree in Industrial Maintenance or closely related field, with a Bachelor's Degree preferred, supplemented by specialized coursework in energy management; and

Considerable experience in industrial maintenance and energy management systems, including supervisory and program management responsibilities; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Driver's License. Electrical and Refrigeration Certification required. Registered Energy Professional Certification preferred.

### **Essential Physical Abilities**

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect mechanical systems and electronic controls and schematics;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee on occasion to operate hand and power tools and automated control systems;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee on occasion to operate machinery, move construction materials, and work in confined spaces.