

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB041 Facilities Systems Administrator
<b>POSITION #/TITLE:</b> 2444 Facilities Systems Administrator	<b>Adopted:</b> 10-07
	<b>Revised:</b> 06-16

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/Facilities Maintenance Services	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 14
<b>Reports To Position #/Job Code #/JC Title:</b> 2439/NB368/Facilities Maintenance Manager	<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> Light	<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> Head, Eye, Goggles	

<b>General Statement of Duties</b>
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Manages and evaluates the City's building needs assessment program and facility structural evaluation processes; 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 judgment and initiative. Supervision is exercised over the work of employees in the mechanical & building repair maintenance crews.

<b>Examples of Essential Work (Illustrative Only)</b>
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Develops and administers policies and procedures for building needs projects, plans and programs;  
Plans, prepares and monitors budgetary activities for the City building needs activities and projects;  
Evaluates City buildings and structures to determine structural, mechanical and electrical integrity;  
Plans, organizes and develops 10-year plan for buildings, facilities and construction, renovation and maintenance projects;  
Develops, maintains and monitors implementation plans and projects to achieve 10-year planning activities;  
Develops priority listing of City building and facility construction, renovation and maintenance projects;  
Designs and develops plans and specifications for construction, renovation and maintenance projects;  
Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of building and facility maintenance improvement systems;  
Manages the development of purchasing specifications and requests for proposals for the architectural and engineering services related to facilities maintenance;  
Serves as liaison to internal and external customers and responds to requests and inquires concerning programs, policies, time lines and construction, renovation and maintenance projects;  
Works with Purchasing Services throughout the bid process;

Troubleshoots and services electrical (low and high voltages and controls), HVAC (hot water heat boilers, natural gas and fuel oil furnaces, air-cooled and water-cooled systems), and plumbing (domestic systems, sprinkler systems and pressure systems) systems;

Plans, organizes and supervises the electrical/mechanical repairs in various city owned facilities;

Serves as Contract Administrator for all HVAC and Electrical contracts;

Administers the controls and monitors Building Automation System;

Controls the Lenel identification/door security system software for various city facilities as needed;

Reviews and modifies blueprints related to all aspects of facility and grounds;

Maintains records on facility equipment repairs;

Schedules preventative maintenance on equipment;

Meets OSHA standards requirements, on record keeping in the maintenance department;

Prepares specifications for the purchase of goods and services;

Prepares employee work order records for data entry into the work order management software;

Periodically performs data entry into the work order system in absence of the data entry person;

May perform daily activities within the maintenance division;

Purchases and orders supplies in accordance to purchasing policy;

Conducts timely performance reviews and monitors performance and staffing needs;

Develops and delivers presentations and attends meetings, conferences and workshops;

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 methods, practices, techniques, equipment, tools, materials and supplies used in building, facility and grounds maintenance and repair;

Thorough knowledge of construction and maintenance safety regulations, protocols, principles, practices and procedures;

Thorough knowledge of the operation of tools used in building, facility and grounds maintenance including hand and power tools, welders, cutting torches, scaffolding, wrenches, mowers and loaders;

Thorough knowledge of construction and building trades including carpentry, concrete, electrical and plumbing with an emphasis in electrical and HVAC

Thorough knowledge of mechanical HVAC systems, including sophisticated Modular Stacked Boiler/Chiller systems, Ground Source GEO-Thermal systems, Day Light Harvesting and computerized lighting systems, electrical high & low voltage;

Thorough knowledge of LEED requirements and the ability to perform specific maintenance activities on LEED building and equipment to maintain certification;

Ability to read and interpret blueprints and plans;

Ability to develop construction, renovation and maintenance plans, specifications and requests for proposals;

Ability to communicate effectively and establish and maintain working relationships with other City employees, supervisory personnel, maintenance personnel, contractors and subcontractors both orally and in writing, used both technical and non-technical language;

Ability to prepare accurate and reliable reports containing construction and maintenance plans, standards and performance measurements, project costs and rational, findings, conclusions and recommendations;

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

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

#### **Acceptable Experience and Training**

Graduation from and accredited college or university with a Bachelor's Degree in Industrial Maintenance, Construction Management, Mechanical Engineering or closely related field; and

Considerable experience in building and facilities maintenance; 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.

Building Operations Certification or a Masters Mechanical State Licenses or the ability to obtain within 1 year of appointment.

#### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to operate hand and power tools, and operate physical plant controls;

Sufficient manual dexterity, which permits the employee to operate a computer keyboard and hand and power tools;

Sufficient personal mobility, which permits the employee to operate machinery, move construction materials, and work in confined spaces.