

FACILITIES MANAGEMENT ASSISTANT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Facilities Management Assistant Director assists with the overall planning, directing, and operation of the Facilities Management Department, including performing administrative work involved in leading, planning, organizing, and directing the effective, efficient, and economic management of the department. An employee in this class is responsible for the oversight of the daily operations involved with the maintenance, repair, and upkeep of all municipal buildings, facilities, grounds, and equipment, as well as developing, managing, and supervising budget, procurement, and contracting activities. Duties also include overall responsibility for project management, space planning, preventative maintenance, establishing maintenance priorities, developing short- and long-term planning, managing the City's central plant and district cooling utility, and working cooperatively with the City's energy conservation program. The Facilities Management Assistant Director may be designated to act on behalf of the Facilities Management Department Director. This position is responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The incumbent must be available to respond to emergency situations during off-hours. The Facilities Management Assistant Director is supervised by the Facilities Management Department Director, who reviews performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Facilities Management, Architecture, Engineering, Public Administration, or a related field. Extensive (5+ years) of progressively responsible experience in facilities management and operations including planning and directing facility management activities in a municipal or enterprise operation. Extensive (5+ years) of supervisory experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License prior to hire or promotion date. Due to the required access to all secured buildings, for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa, to allow full, escorted access to Police facilities.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Facilities Management, Architecture, Public or Business Administration, Engineering, or a related field. Previous experience in operations, maintenance, planning, capital

improvement projects and vocational trades management, or related facilities maintenance areas is desirable. Certification as a Facility Manager (CFM) from the International Facility Managers Association (IFMA).

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, temporary agency workers, and professional associates in order to: direct, manage, and supervise subordinate staff; convey information; explain policies; answer questions; secure services; and respond to complaints. Instruct and train subordinates and other City employees on facilities and services, policies and procedures, facility project planning and organizing, evaluations, supervision, and problem-solving. Prepares management reports, policies and procedures, correspondence, agreements, data analyses, directives, informational, and justification reports in order to: inform, educate, justify, and explain actions to City management, subordinate staff, and other City departments.

Manual/Physical: Responds to emergency service calls involving City facilities and directs the correction of the problem. Operates a City vehicle requiring a standard Class D Arizona Driver's License to inspect various municipal buildings, facilities, grounds, and equipment and attend meetings. Reviews the work product of others to ensure compliance with: standard operating procedures; federal regulations (Occupational Safety and Health Administration [OSHA], etc.); state regulations (pesticide and herbicide application, sales and leasing contracts, and other agreements, etc.); and other standards/guidelines (professional certifications, codes, and City safety requirements). Inspects, monitors, and evaluates information and work-related conditions (staff work, reports, fiscal matters, etc.) to determine compliance with prescribed operating and safety standards.

Mental: Plans, organizes, and assists in the direction of the unit activities. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to subordinate personnel and prioritizes own work. Resolves procedural, operational, and work-related problems by assessing and prioritizing problems and work assignments; and by gathering facts for analysis to arrive at sound conclusions and recommendations. Coordinates unit work activities and program functions with other units, work groups, and City departments. Develops policies and procedures and short-term objectives. Conducts research into a variety of administrative concerns and problems, and/or analyzes data in order to prepare viable recommendations for action. Performs mathematical calculations, statistical computations, financial and cost analysis for monthly reporting, annual budget review, special reports for information purposes, and program pricing calculations. Administers and monitors respective budgets. Develops and implements cost-effective operating, maintenance, and office procedures. Evaluates trends and needs for services and recommends the implementation of new programs and services.

Knowledge/Abilities:

Knowledge of:

the functions of programs and services provided by the Facilities department;
interdepartmental relationships and budgetary practices;
the organizational, economic, and political issues as related to City government;
principles and practices of modern management, public administration, finance, and budgeting;

supervisory techniques and methods;
management research and evaluation techniques, methods, and procedures;
team building;
occupational hazards and safety precautions of the building maintenance trade;
building and safety codes;
energy conservation methods and procedures;
central plan and district cooling master plan and utility;
effective public relations methods and practices;
procedures, equipment, tools, and materials used in the construction, maintenance, modification, and repair of building, facilities, equipment and associate building plans and specifications.

Ability to:

perform a broad range of supervisory responsibilities over subordinates;
provide excellent leadership;
participate in the establishment and implementation of work and safety standards;
be a good listener and communicator;
provide clear, consistent direction;
utilize a participatory management style;
encourage teamwork;
take a collaborative approach to solutions;
champion new ideas;
exhibit honesty, integrity, and fairness;
identify and resolve operational and personnel problems
value and use differences to make services better;
utilize creative business management strategies to address service and budget concerns;
evaluate operational activities and recommend and implement improvements;
structure competitive rate schedules;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
present ideas concisely and effectively, both orally and in writing;
readily adjust to a variety of work assignments and procedural changes;
represent the Facilities Department Director at various meetings;
establish and maintain effective working relationships with political and City officials;
work cooperatively with vendors, contractors, and other City departments and employees, demonstrating accountability and dedication to excellence; and
listen well and communicate effectively with employees and citizens.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 2/26

MZ/js/ah

CS6204.DOCX

EEO-O/A

JOB FCTN-PAR

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 62

IND-9015

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 50-200