

FACILITIES MANAGEMENT DEPARTMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: A Facilities Management Department Director is the executive and operational lead for the Facilities Management Department. Responsibilities include leading, planning, organizing, maintaining, and directing the effective and efficient operations of the Facilities Management Department. Operational responsibilities include directing the planning, development, construction, operations, maintenance, repair, and upkeep of all municipal buildings, facilities, grounds, mechanical systems, central controls, and equipment. This position oversees trades and technical work in carpentry; plumbing; electrical; fire alarms; masonry; fence; building structure; Heating, Ventilation, and Air Conditioning (HVAC) maintenance and repair; and construction activities of buildings and other City assets.

Executive responsibilities include developing, managing, and supervising personnel, budget, procurement, and contracting activities of the department. Duties include: responsibility for overall day-to-day operations of the department, project management, tenant improvements, establishing maintenance priorities, developing short- and long-term planning, and developing and implementing program goals and objectives; reviewing and evaluating operations and activities, including maintenance and capital improvements; selection, training, and evaluation of personnel; directing the implementation of policies and operating procedures to increase efficiency and effectiveness; managing the City's central plant and district cooling utility; and advocating for and participating in the Mesa Climate Action Plan. Develops, implements, and monitors department contracts; coordinates with staff to determine needs and scope prior to writing contract; negotiates contract terms; writes contract amendments; and works with staff and contractors to ensure compliance with contract deliverables, milestones, and contract requirements related to area of assignment. 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. Work is performed under the general direction of a Deputy City Manager and reviewed through the evaluation of conferences, meetings, 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 Management, Engineering, Public Administration, or a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience in the construction, maintenance, and/or repair of commercial building facilities and systems (HVAC, plumbing, and/or electrical).

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.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in a related field is highly desirable. Previous experience in building technology (methods and materials), vocational trades, or related facilities maintenance areas is desirable. Registration as a Professional Engineer (Civil, Mechanical, or Electrical) is also desirable. Municipal finance and budgeting experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, professional associates, and colleagues in the field/profession in order to: direct, manage, and supervise subordinate staff and department operations; convey information; explain policies; answer questions; secure services; and respond to complaints. Instructs and trains subordinates regarding facilities, City programs and services, policies and procedures, procurement, supervision, and problem-solving. Prepares management reports, policies and procedures, correspondence, financial summaries, agreements, data analyses, directives, informational and justification reports in order to: inform, educate, justify, and explain actions to management and subordinate staff. Makes oral presentations on policies and procedure to the City Council, staff, and management. Communicates with Building Safety and Engineering personnel and architects during the design, modification, and inspection of existing and new City buildings in regard to maintenance impact.

Manual/Physical: Responds to emergency service calls involving City facilities and directs the correction of the problem. Reviews the work product of others to ensure compliance with standard operation procedures and 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 standards to maintain quality service levels, and department objectives). Inspects, monitors, and evaluates information, contracts, capital/infrastructure improvement plans, and work-related conditions (staff work, reports, fiscal matters, municipal sites) to determine compliance with prescribed operating, health, and safety standards. Prepares capital/infrastructure improvement plan-related reports, studies, contracts, IGAs, and Master Plans. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to inspect various municipal buildings, facilities, grounds and equipment, and attend meetings.

Mental: Plans, organizes, coordinates, and directs the maintenance, modification, and repair of City buildings, facilities, and equipment. Develops, implements, and manages 20-year facility management plan for City owned facilities. Prepares and administers outside contracts for the required maintenance of City buildings and grounds, including contracted elevator, fire alarm, stand-by emergency power, custodial, and landscape services. Prepares and administers the department's operating and maintenance, infrastructure, and capital budgets. Assists with capital improvement estimates for other

City departments. Determines work project priorities, including coordinating and scheduling projects, establishing work standards and operating procedures, and preventative maintenance programs. Reviews work projects in progress or upon completion to ensure compliance with plans and specifications. Reads and interprets construction drawings, blueprints, and other diagrams. Determines what equipment, tools, manpower, and materials will be required to complete assigned projects. Makes continuous improvement to streamline work processes, decrease costs, minimize downtimes, and enhance customer service. Conducts research into a variety of administrative concerns and problems, and/or analyzes data to maintain department efficiency and effectiveness. Performs mathematical calculations, statistical computations, financial and cost analysis for monthly reporting, annual budget review, and special reports for informational purposes. Prepares and approves purchase orders and accident reports. Resolves procedural, operational, and work-related problems by assessing and prioritizing problems and work assignments and gathering facts for analyses to arrive at sound conclusions and recommendations. Makes presentations to City Council concerning department's operations and budget. Exercises full supervisory and decision-making authority in the department, including the hiring, promoting, evaluating, and terminating of personnel in conformance with City policy. Initiates disciplinary action and other personnel-related activities as necessary.

Knowledge/Skills/Abilities:

Knowledge of:

municipal management, administrative and operational functions, policies, procedures, organizational structure, 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;
personnel management and supervisory practices;
occupational hazards and safety precautions of the building maintenance trade;
building and safety codes;
energy conservation methods and procedures;
central plant and district cooling master plan and utility;
effective public relations methods and practices; and
procedures, equipment, tools, and materials used in the construction, maintenance, modification, and repair of buildings, facilities, equipment, and associated building plans and specifications.

Skill in:

system design and development;
synthesizing complex information into clear and concise proposals and reports;
oral and written presentation, development, and delivery;
project management;
data analysis, summary, interpretation, and presentation; and
facilitation.

Ability to:

perform a broad range of supervisory responsibilities over subordinates;
provide excellent leadership;

utilize innovative business management strategies to address service and budget concerns;
evaluate operational activities, recommend, and implement improvements;
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;
participate in the establishment and implementation of work and safety standards;
maintain the department's records, prepare daily reports, and control expenditures;
identify and resolve operational and personnel problems;
coordinate facility maintenance and improvements with other City departments;
research and produce written documents, reports, and analysis with clearly organized thoughts and substantiated conclusions; and
establish and maintain effective working relationships with other management, staff, contractors, customers, and the general public.

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.

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JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E12

IND-9410

SWORN-No