ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Facility Maintenance Division
Job Code: 8585
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage operations and staff involved in the installation, maintenance, and repair of heating, ventilation, air conditioning (HVAC), electrical, mechanical, plumbing, and safety systems at the City's civic center.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to General Manager, Civic Center; and updates and maintains department standard operating procedure manuals.

Supervises the installation, maintenance and repair of HVAC systems, electrical and electronic systems, plumbing, mechanical, and other systems: manages daily event setups, breakdowns, client requests, custodial services, and operational equipment performance; evaluates and identifies system performance and function; creates, receives, and distributes work orders, and maintains inventory of supplies and equipment, including processing purchase orders.

Serves as onsite project manager for construction and renovation projects: coordinates with construction superintendents, architects, and engineers; oversees and monitors project progress; identifies issues and concerns and recommends solutions; maintains warranty issues reports; evaluates budgets; and monitors compliance with project plans.

Maintains service contracts and preventative maintenance programs for equipment and facilities, such as HVAC, water treatment, fire and life safety equipment, forklifts, floor equipment, etc.: negotiates and coordinates with service vendors; and develops and oversees implementation of preventative maintenance schedules.

Develops and administers annual budget for area of assignment: recommends budget allocations for staffing, equipment, capital improvements, and related expenditures; reviews and approves purchase requests; and monitors expenditures to ensure compliance.

Communicates with supervisor, subordinates, other City employees, contractors, vendors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, project proposals, timesheets, service contracts, maintenance schedules, invoices, architectural and electrical drawings and diagrams, warranty reports, staff schedules, performance reviews, purchase requests, event memos, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates general office equipment; and may operate hand and power tools, forklifts, lighting and HVAC systems or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in one or more building trades; supplemented by seven years of progressively responsible experience in facilities maintenance, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures in one or more building trades, forklift and Occupational Safety and Health.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.