

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Manager, Facilities Management	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Information Technology	JOB NO:	2815
DIVISION:	Facilities Management & Operations	DATE:	3/25/12
REPORTS TO:	Chief Information Officer	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 127

REPLACES: Manager, Facilities Management

DATE: 12/5/2010

JOB SUMMARY STATEMENT:

Plans, develops, organizes, manages, and administers maintenance and operation of public buildings. Supervises technical staff responsible for general upkeep and repair of buildings and improvements and modifications to existing facilities; access/security systems, phone system and switches, and CCTV systems. Prepares and administers Division budget. Administers contracts and agreements for public building services. Ensures compliance with federal, state, and local laws, statutes and ordinances. Coordinates Division work with other City departments. Develops preventative maintenance programs for City properties. Provides advice to other officials regarding facilities management. Serves as the department's safety coordinator and is a member on the City's Safety Council.

DUTIES AND RESPONSIBILITIES:

1. Administers Facilities Management Division. Plans, develops, and implements short and long-range goals, objectives, policies, priorities, and procedures.
2. Supervises and evaluates subordinates. Instructs personnel verbally and in writing of tasks to be completed. Inspects finished projects to facilitate evaluation of employee's performance. Reviews applications of and interviews prospective employees, selects candidates to fill vacant positions, completes work plans and performance agreements, conducts performance appraisals, makes recommendations for merit increases and promotions, and handles disciplinary and developmental needs.
3. Prepares proposed budget based upon needs of division. Submits proposed budget for approval. Administers the division operating and capital budgets. Approves and processes purchases within adopted policies and procedures.
4. Develops and administers contracts and agreements for services and materials. Prepares bid documents, bid specifications, and other agreements for legal department review. Presents proposed contract to City Council or committee for approval. Provides project administration to ensure services rendered are adequate.
5. Ensures compliance with federal and state laws and regulations and local policies. Maintains an understanding of laws, statutes, and ordinances that could impact the public buildings division. Inspects City properties for compliance and proposes policies and procedures to ensure continuing compliance.
6. Coordinates and supervises divisional programs with other City departments. Receives work requests from other departments and determines action to be taken. Prioritizes all projects and coordinates projects with department. Inspects each project for compliance with plans. Supervises contracted janitorial services, coordinates private contractors and service companies and inspects work. Maintains contact with contractors and service companies.
7. Develops preventative maintenance and energy conservation programs for facilities and equipment through visual inspection and mental assessment. Schedules work, conduct periodic inspection of City buildings and equipment, and monitors utility bills.
8. Acts in an advisory capacity to elected and appointed officials on matters relating to facilities management. Prepares and directs preparation of reports, information and other correspondence. Advises Chief Information Officer on key or critical issues.
9. Administers and coordinates City Hall Motor Pool program. Oversees the operation and maintenance of pool vehicles.
10. Responsible for oversight and operation of the City's access/security system.

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Safety Coordinator Responsibilities:

The Department Safety Coordinator shall execute and / or ensure that the following roles and responsibilities are performed.

1. Verifies that employees obey all safety rules and instructions.
2. Inspects and corrects unsafe conditions or practices. Promotes safety awareness and encourages a proper safety attitude by example.
3. Inspects work facilities and equipment for proper housekeeping.
4. Instructs employees how to select the right tool and equipment for the job and how to use them safely.
5. Reports serious injury/illness and property damage incidents to the Administrator, Safety & Loss Prevention immediately and follows up with an Incident Investigation Report within forty-eight (48) hours. Coordinates first aid or medical attention.
6. Authorizes employees to use, adjust, alter, and repair equipment in a safe manner and to utilize lockout / tagout procedures as necessary.
7. Supervises the procurement and distribution of personal protective equipment and verifies that it is kept in good condition.
8. Recommends appropriate discipline of department employees for violating safe work practices.
9. Instructs employees in the proper lifting techniques.
10. Verifies that employees know and understand Material Safety Data Sheets (MSDS) for the chemicals that they are working with.
11. Establishes an annual safety training calendar of programs and training to be presented during safety meetings.
12. Establishes safety training for interdepartmental operating procedures and standard operating procedures.
13. Coordinates defensive driving course training for City drivers.
14. Must be familiar with evacuation procedures and fire fighting equipment locations and their proper use.

Safety Council Responsibilities:

1. Reviews monthly citywide incident summaries. Where appropriate, recommends preventive measures to reduce reoccurring injuries and accidents.
2. Reviews all incidents involving city employees to determine whether such incidents were preventable or non-preventable and submits findings and conclusions to the responsible department director.
3. May participate in Appeal Process for preventable accidents.
4. Assists City's safety professional in evaluating Interdepartmental Operating Procedures.
5. Evaluates supervisor/employee accountability for safety and loss prevention measures.
6. Accompanies the City safety professional during quarterly safety audits / inspections, and make recommendations.

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7. Encourages and reviews all safety suggestions submitted to the City's safety professional. Acknowledges, in writing, all safety suggestions submitted to the Council for consideration along with the outcome of each suggestion.
8. Participates in safety training to include hazard identification and incident investigation.
9. Assists safety professional with coordinating the City's Midyear Safety Event.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

Basic education with additional advanced training and/or college courses in inspection, heating, ventilation and air conditioning (HVAC), plumbing and electrical or additional equivalent experience.

Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

Six to eight years of increasingly responsible building maintenance and management experience including electrical, plumbing, HVAC, painting and contract administration.

Three to four years in a lead or supervisory capacity.

Or equivalent levels of experience.

SKILLS:

1. Good oral and written communication skills.
2. Safely and effectively operate a wide range of shop hand and power tools.
3. Supervisory skills.
4. Good listening skills.
5. Manual dexterity.

MENTAL REQUIREMENTS:

1. Ability to prioritize work projects.
2. Ability to estimate equipment and supply usage and order replacements based on need and use.
3. Ability to use judgement, tact and diplomacy when dealing with co-workers, other city employees and outside contractors.
4. Ability to analyze situation and recommend an appropriate action plan.
5. Ability to read and comprehend technical manuals that relates to equipment usage and mechanical components.
6. Ability to read and comprehend building plans and specifications.
7. Ability to read and comprehend city, state and federal regulations.
8. Ability to train and guide others.
9. Ability to recognize and protect confidential information.
10. Alpha and numeric recognition.
11. Ability to analyze safety situation.

PHYSICAL REQUIREMENTS:

1. Ability to lift 50 pounds and transport 10 feet.
2. Hand and eye coordination adequate to safely operate hand and power tools appropriate for the job.
3. Mobility to travel to all City facilities.
4. Ability to reach, climb, stand, crawl, bend, push, pull per repair assignment requirements.
5. Ability to visually inspect work sites.
6. Ability to communicate work assignments to appropriate personnel.
7. Ability to speak to an individual or group for an extended period of time.

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8. Ability to make and receive phone calls.
9. Ability to adjust to high noise levels.
10. Ability to work in adverse weather conditions.
11. Exposure to extreme environmental conditions.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Supervisor, Facilities Management
- Facilities Management Technician

Indirect - Building Maintenance Workers I & II

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.