



City of Gunnison

Job Description

Job Title:	Facilities Manager		
Department:	Public Works Department	Division:	Facilities Maintenance
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	2/22/2019	Job Physical Level:	Strenuous

General Purpose:

Performs various administrative, maintenance and managerial duties as needed to plan, organize, and supervise comprehensive facilities management services. Provides a variety of skilled work in the construction, maintenance, repair and restoration of city buildings. Responsible for maintaining and repairing facilities, buildings, and structures.

Essential Duties and Responsibilities:

- Administers a facilities management plan for maintenance and capital projects at each city owned site.
- Responsible for preventative, reactive, and planned maintenance for all city owned facilities.
- Ensure building safety through periodic inspection, repairing damage, management of chemicals, and mitigation of hazards.
- Control and manage building security including access to approved personnel, maintain exit routes and lighting and designate policies and procedures.
- Ensure ADA requirements are met at each site.
- Evaluate construction methods and determine cost-effectiveness of plans, using computer models.
- Dismantle machines, equipment, or devices to access and remove defective parts, using hoists, cranes, hand tools, or power tools.
- Perform routine maintenance, such as inspecting drives, motors, or belts, checking fluid levels, replacing filters, or doing other preventive maintenance actions.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Repair machines, equipment, or structures, using tools such as hammers, hoists, saws, drills, wrenches, or equipment such as precision measuring instruments or electrical or electronic testing devices.
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment.
- Adjust functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges.
- Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Perform routine maintenance on boilers, such as replacing burners or hoses, installing replacement parts, or reinforcing structural weaknesses to ensure optimal boiler efficiency.
- Track energy usage and implement reduction efforts in all city owned buildings.

- Track and Ensure compliance with regulatory standards and inspections as relevant for each facility.
- Responsible for solicitation, contracting, and oversight of contract services, including but not limited to janitorial services.
- Track and ensure compliance with regulatory standards and inspections relevant to each facility.
- Investigate damage, accidents, or delays at construction sites to ensure that proper construction procedures are being followed.
- Prepare contracts or negotiate revisions to contractual agreements with architects, consultants, clients, suppliers, or subcontractors.
- Implement new or modified plans in response to delays, bad weather, or construction site emergencies.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters such as work procedures, complaints, or construction problems.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Inspect or review projects to monitor compliance with building and safety codes or other regulations.
- Plan, schedule, or coordinate construction project activities to meet deadlines.
- Inspect or review projects to monitor compliance with environmental regulations.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Study job specifications to determine appropriate construction methods.
- Apply for and obtain all necessary permits or licenses.
- Contract or oversee craft work, such as painting or plumbing.
- Requisition supplies or materials to complete construction projects.
- Train or manage maintenance personnel or subcontractors.

Other Duties and Responsibilities:

May attend special classes, meetings or school for training certifications on an as-needed basis. Performs other duties as required.

Job Qualifications

Required Education and Experience:

A combination of training and experience substantially equivalent to the following:

Two years of college level coursework in business, industrial arts, property or facility management; Bachelor's degree preferred. Six years of experience involving repair and maintenance of complex structured facilities, including supervising general construction work.

Knowledge of various trade work including electrical, HVAC, plumbing and/or construction required.

Other Necessary Requirements:

Valid Colorado Driver's License.

Applicants must pass a criminal history check in order to be eligible for this position.

Overtime may be required in certain situations.

Necessary Knowledge, Skills and Abilities:

Knowledge

- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Time Management — Managing one's own time and the time of others.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring — Monitoring/Assessing performance of building systems to make improvements or take corrective action.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.

Abilities

- English Language Comprehension — Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Vision — The ability to see details at close range (within a few feet of the observer) and to see details at a distance.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

Working Conditions	
Work Environment:	<p>The majority of this position's duties are performed in an outdoor environment. The employee experiences daily exposure to weather elements and temperatures, motorized equipment operation, and local vehicle travel.</p> <p>The employee on a frequent basis may experience electrical, construction, and mechanical hazards associated with equipment and building maintenance, working at heights, and chemical hazards associated with lubricants, paints and oils.</p>
Physical Activities:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Ability to perform physical activities requiring continual walking, standing, and sitting. Ability to perform physical activities such as climbing, crawling, bending, stooping, and reaching.</p> <p>Ability to lift, carry, push or pull burdens weighing up to 80 pounds on a frequent basis.</p> <p>Ability to participate in and respond to routine conversation in person or via telephone, and distinguish equipment and building alarms and signals.</p> <p>Visual and physical capabilities required to operate grounds keeping equipment, vehicles, and other heavy and light motorized equipment.</p>
Tools and Equipment Used:	<ul style="list-style-type: none"> Adjustable wrenches Air compressors Blades or tooth or other cutting edges Caulking guns Hammers Ladders Paint sprayers Power drills Power nail guns Power sanders Power saws Pry bars Punches or nail sets or drifts Saws Scaffolding Screwdrivers Tape measures Computers, tablets, smart phones, general office machines
Supervision Received:	
Works under the general supervision of the Public Works Director.	
Supervision Exercised:	
Supervises and directs contractual relationships with building maintenance and construction contracts and custodial staff. May supervise temporary staff or give assignments and direction to staff in training.	

