

CITY OF OCEAN SHORES

JOB DESCRIPTION

Title: ***Facilities Manager***
Reports To: ***Mayor***
Salary Range: ***\$ 65,448 to \$ 81,664 (DOQ)***
Position Type: ***Exempt***

Job Objectives:

Under general direction, develop and implement an asset management program for City structures, equipment and vehicles. Working with department heads or their designee(s), assess needs and make recommendations for maintenance and improvements, develop and administer management programs and budgets. Plan and organize the activities of the vehicle and equipment maintenance employee(s), as well as contractors and vendors to include building trades activities. Oversee maintenance, construction of related capital projects, and the acquisition, utilization, maintenance, repair, and replacement of capital equipment and City vehicles. Investigate and develop reports and recommendations regarding equipment accidents, and assure compliance with applicable Federal, State, and local laws and regulations.

Reports to the Mayor or designee. Responsible for assuring compliance with applicable Federal, State, and local laws and regulations, preventative maintenance, and lifecycle requirements.

Job Location and Equipment Utilized:

Work is performed in an office environment and out-of-doors at building under sometimes dirty, uncomfortable, and hazardous conditions and in all types of weather conditions. Equipment utilized includes personal computer, a vehicles and other equipment as needed

Essential Job Functions:

The Facilities Manager shall be responsible and accountable to perform such typical functions as listed below:

- ◆ Develop, implement and control approved departmental budget, and long and short-range goals and objectives
- ◆ Research and identify cost saving opportunities
- ◆ Assure safety standards comply with all City, local, State and federal guidelines
- ◆ Research, acquire, implement, maintain, and update asset management software facilities, equipment and vehicles
- ◆ Supervise the vehicle and equipment maintenance personnel. Recommend actions such as hiring, training, terminations, discipline and number and organization of employees
- ◆ Develop and implement operating policies and procedures

- ◆ As authorized, administer and make final decision on all service contracts and capital equipment purchases, both major and minor, including all types of apparatus and equipment to be acquired within budgetary limitations in accordance with the City's Purchasing Policy and as approved by the Mayor or designee
- ◆ Receive, evaluate and resolve complaints pertaining to departmental staff and/or operations
- ◆ As appropriate, appear before the City Council and public groups to explain goals and objectives, operations and activities
- ◆ Represent the City and act on the City's behalf
- ◆ Attend management meetings and seminars, as required
- ◆ Maintain positive working relationships with elected officials, both State and local, department heads, the general public to assure that the preventative maintenance and replacement functions are carried out in a manner consistent with sound public relations techniques and internal interaction practices

Associated Job Functions:

- ◆ Perform other activities as designated by the Mayor or designee

Required Knowledge, Skills and Abilities:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the essential job functions and as follows:

- ◆ Principles, practices and methods of construction and building maintenance
- ◆ Principles, practices and methods of vehicle and equipment maintenance, lifecycle planning, and repair
- ◆ Analyze complex business procedures required to prepare budgets, track expenditures and conduct project construction, equipment and vehicle maintenance, repair, and proactively anticipate needs
- ◆ Plan, direct and evaluate the work performance of Department employees as assigned in a manner conducive to proficient individual and team performance and high morale
- ◆ Establish and maintain effective working relationships with the Mayor, elected officials, other employees and the general public
- ◆ Prepare comprehensive reports, maintain records, work orders and associated records, and departmental correspondence
- ◆ Supervise new construction as assigned, work within the City hierarchy on the replacement and on-going inspection processes
- ◆ Share ideas clearly and concisely, orally and in writing, to groups and individuals
- ◆ Fully understand standard business procedures required to prepare budgets, track expenditures and conduct project cost estimating
- ◆ Read and comprehend building plans, maintenance manuals and technical specifications
- ◆ Other such duties as assigned

Required Physical Traits:

- ◆ Perform work in all types of weather
- ◆ Lift a minimum of 50 pounds
- ◆ Manual dexterity and visual acuity to operate a personal computer and a camera as well as conduct inspections
- ◆ Sit for extended periods of time
- ◆ Climb stairs and ladders, be on one's feet for extended periods, and lift equipment
- ◆ Ability to operate a variety of vehicles, equipment, and tools to accomplish the work
- ◆ Requires ability to crawl, climb, bend, twist, stoop, kneel, and perform these abilities repetitively throughout a work shift

Qualifications:

- * Bachelor's degree from an accredited four-year college or university with major coursework in facilities, construction or property management, civil engineering or a related field.
- * A combination of education, training, experience which demonstrates knowledge, skills and abilities required to perform all essential job functions.
- * Experience with project management and coordination
- * Supervisory experience preferred
- * Experience as a facilities manager (preferred)

Other Requirements:

- * Valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier
- * Class A Commercial driver's license with tanker endorsement (preferred)
- * Vehicle ID and Disposition Certificate and VIN Officer training is desirable.
- * Conduct one's professional and personal life in a manner that will not impact negatively the public perception of the City
- * Pass medical examination