

## **CITY OF SALINAS**

### **FACILITIES MAINTENANCE MANAGER**

#### **BARGAINING UNIT/CLASS CODE:**

**AMPS / L10**

#### **DEFINITION**

Under general direction, plan, organize, direct, and review the work in the Facilities Maintenance Division; to provide high-level staff and technical support for Maintenance Services Department operation.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification, responsible for technical and administrative operations of specialized and complex duties within the Facility Division of the Maintenance Services Department.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Maintenance Services Director. Exercises direction and general supervision over supervisory, maintenance, technical and clerical personnel.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Direct a City-wide maintenance and preventative maintenance operations, and/or repair of buildings, swimming pool, auditorium, community center, and related equipment. Oversee and administer the activities of all City facilities maintenance, including representing the City to all involved outside agencies regulating these activities. Participate in the development and implementation of goals, objectives, policies and priorities for the Maintenance Services Department. Recommend and implement policies and procedures. Identify opportunities for improving service delivery methods and procedures. Identify resource needs, review with appropriate management staff and assist with implementation of improvements. Supervise, train, and evaluate assigned staff. Recommend the selection, promotion and discipline of Division employees. Prepare the weekly maintenance schedule at City facilities. Direct the installation and maintenance of work safety measures. Periodically inspect all City related structures and facilities for deficiencies, compliance with City Codes and recommend corrective action and priorities of work. Prepare preliminary budget for both operational and capital expenditures for the Facility Maintenance Division. Interpret, analyze, make recommendations, develop, and implement plans relating to asbestos, hazardous materials and other building/construction maintenance safety issues. Prepare periodic reports on routine operations and special reports/studies as required. Coordinate the use of personnel and equipment in major Maintenance Services and/or City-wide emergency situations. Plan and execute City activities necessary for compliance with all regulations related to facility maintenance issues. Monitor all contractors' operations involving the Facility Maintenance Division's area of responsibility. Receive, investigate and respond to the more complex inquires and complaints regarding field operations; resolve technical and operational problems. Confer with supervisors, Development and Engineering Department staff (e.g., design engineers), and other agencies regarding special projects and personnel matters; provide technical support and recommendations. Attend meetings of the City Council, Boards and Commissions to provide technical and operational information on Division activities. Advise press and media of Facility Maintenance Division programs and activities. Represent the City and/or the Maintenance Services Director when dealing with various private and public organizations; provide technical support, advice and recommendations.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical

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mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Periodic need to inspect work at various facilities requiring driving to various job sites and standing, climbing and walking for short periods of time. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of effective supervision, management, and administration. Materials, methods, tools, and equipment used in construction, maintenance, repair and preventative maintenance of buildings, swimming pool, auditorium, community center, and related equipment systems. Principles, objectives and tests used in swimming pool, air/heating/ventilation/air condition systems, and related electrical controls. Principles and practices of personnel administration, development and training. City policies and procedures governing Facility Maintenance Division operations and activities. Safety principles, practices and procedures. Report writing techniques. Basic municipal accounting and budgeting practices; fiscal management and expenditure controls. Recent developments in municipal facility maintenance operations and administration.

**Ability to:**

Manage a Division in the Maintenance Services Department; administer the Division's budget; perform responsible personnel administration duties for the Division. Monitor and maintain a high level of performance in the assigned Division. Understand and act upon personnel matters relating to hiring, promotion, and discipline. Enforce the various industrial safety regulations as they apply to a diverse work force. Implement budget preparation and expenditure control requirements in a Maintenance Services Division. Develop, implement and maintain a preventative maintenance, repair, and replacement program utilizing modern and comprehensive computer applications. Develop and monitor effective record keeping systems; prepare and interpret technical and administrative reports and correspondence for Department Director, advisory committees, City Manager, City Council and others. Understand and interpret regulatory manuals and administrative regulations relating to Public Service functions. Present clear and concise instruction to staff, make presentations and negotiate with contractors and other outside entities. Review work in progress and on completion, report deviation from compliance with specifications. Prepare written and oral reports to staff, Director, Commission and City Council. Represent the City before the City Council, community, outside agencies, businesses and industry, and at professional meetings as required. Estimate costs, keep accurate records, and prepare clear and concise reports. Use of personnel computers and relevant software programs. Establish effective working relationships with employees, other City staff, departments, contractors, and the general public. Research and analyze operational and technical issues and develop appropriate recommendations for action. Delegate authority and responsibility and schedule program work activities of large groups of personnel. Communicate clearly and concisely, orally, in writing, and using electronic equipment. Organize and conduct Divisional, small group, and individual training programs.

**Skills to:**

Perform complex data tracking and storage on computers. Competently supervise and direct basic construction and maintenance tasks. Prepare plans, diagrams, and specifications for maintenance projects and equipment acquisition. Perform minor building maintenance and repair work using electrical and hand tools.

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**License or Certificate:**

Possession of a valid California Driver's License. Public Pool Operator's Training Course and Emergency Shelter Management certification is desirable.

**Education and Experience:**

An example of experience and education which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to nine (9) years of progressively responsible work experience relating to the maintenance, repair, and support of typical municipal buildings, swimming pools, auditoriums, community centers, and the use and operation of related maintenance and repair equipment, (four (4) of those years must have been in a supervisory capacity), or any equivalent combination of experience and education. Bachelor degree from an accredited college or university in Environmental Science, Public Health, Civil Engineering Technology, Public Administration, Business Management, or a closely related field may be substituted for up to four (4) years experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resource Officer

Approval Date \_\_\_\_\_

**ORIG: 12-95, REV: 01-07**