

CITY OF FOLSOM

FACILITIES MAINTENANCE MANAGER

DEFINITION

Under general direction, plan, organize, oversee, coordinate, and review a comprehensive program for the planning, development, modification, maintenance, repair, and operation of City buildings, parks, trails and related city infrastructure such as municipal buildings including City Hall, Library, Police and Fire Department buildings, auxiliary buildings such as those related to sports, community centers, parks and landscaped areas, athletic fields, play structures, aquatic facilities, and trails; provide highly complex staff assistance to the Parks & Recreation Director; assume management of other division/units when so directed; act as Director in the Director's absence.

SUPERVISION EXERCISED

Exercise direct and indirect supervision over lower level managerial, professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Ensure that all buildings, parks, fields, facilities, and grounds are maintained in an attractive, clean, and safe condition.
- Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the division.
- Develop and standardize maintenance and operating procedures and methods to improve the efficiency and effectiveness of short-term and long-term maintenance operations.
- Inspect assigned park areas and buildings to locate and determine the extent of maintenance or repairs needed.
- Inspect the work of private contractors engaged in construction of municipal facilities, parks, and trails for the City.
- Identify policies, procedures, and regulations for the use of parks and recreation facilities.
- Monitor technological and regulatory changes that affect City facility and park maintenance activities.
- Determine equipment, materials, building, and facilities needs; prepare specifications for the requisition of equipment and supplies.
- Coordinate activities of staff and the division with those of other City departments, and outside agencies.

- Administer the division budget and annual capital improvement program in coordination with the Department Director.
- Coordinate and review construction and improvement plans for consistency with city and department needs, consistency with city standard specifications and details, and long-term maintenance and life-cycle costs.
- Compile narrative and statistical information.
- Maintain records, prepare written reports, financial estimates, and coordinate grant applications.
- Recommend changes to procedures and implement changes after approval.
- Respond to emergencies as required.
- Coordinate activities with other departments.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate the performance of subordinate staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing a variety of facilities, structures, grounds, and equipment found in City buildings, parks, landscaped areas, recreational facilities, and trails.
- Basic techniques of keeping facilities in a clean, safe, and operable condition.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Basic principles and practices of budget development and administration.
- Principles and practices associated with state and federal standards such as ADA, ASTM, Uniform Building Codes, and integrated pest management.
- Accountability of hazardous chemicals.
- Standard office practices and procedures including the operation of standard office equipment.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Common word processing, spreadsheet, and database software.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, and work standards for the facilities maintenance program.
- Analyze, interpret, apply, and enforce regulations and policies.
- Read and interpret building plans, landscape designs and associated specifications.
- Troubleshoot maintenance problems, and determine labor, materials, and supplies required for repair.

- Prepare reports, correspondence, procedures, and other written materials.
- Present reports, analyses, statistics, and recommendations to city council and various commissions and committees.
- Organize work, set priorities, and meet multiple deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, discipline, and evaluate subordinates.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Typical ways to obtain the required knowledge and abilities include:

Education:

An associate's degree in recreation administration, park maintenance, property management, urban forestry, environmental horticulture, landscape architecture, or a closely related field from an accredited college or university.

Experience:

Three (3) years of full-time supervisory or administrative experience in facilities, grounds, buildings, landscape, turf, and/or park maintenance operations or maintenance.

OR

Education:

A bachelor's degree in recreation administration, park maintenance, property management, urban forestry, environmental horticulture, landscape architecture, or a closely related field from an accredited college or university.

Experience:

One (1) year of full-time supervisory or administrative experience in facilities, grounds, buildings, landscape, turf, and/or park maintenance operations or maintenance.

NOTE:

Substitution:

Additional qualifying experience can substitute for the required education on a year-for-year basis.

License, Certification, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

- Possession of, or ability to obtain within the probationary period, a Pest Control Advisor's License.

Physical Requirements:

Work is performed in a typical office setting with frequent outdoor/field visits to coordinate and oversee operations. (1) Mobility: frequent use of a keyboard; frequent sitting, standing, and walking; occasional bending or squatting; uses touch to distinguish and identify orders and objects. (2) Lifting: frequently up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the telephone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and co-worker contact; occasionally working alone. (7) Environmental: periodic exposure to noise; occasionally work outside in the summer and winter; periodically walk over uneven ground, climb ladders, move through awkward spaces occupied by equipment and constructed building elements; occasionally work on construction sites around associated equipment, materials and debris; occasionally uses smell to distinguish and/identify objects; occasionally work in extreme heat and cold.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: