

**CITY OF GREENBELT, MD
SPECIFICATION**

CLASS

CLASS TITLE: Facilities Maintenance Manager
DEPARTMENT: Public Works
REPORTS TO: Assistant Director of Public Works

SALARY GRADE: 17
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general direction performs skilled work in the construction, repair and maintenance of City facilities and equipment. The position is required to service and/or oversee the servicing of the mechanical, electrical, plumbing, heating, cooling and ventilating systems in all City facilities.

ESSENTIAL JOB FUNCTIONS:

Inspect and report condition of all City facilities and equipment, ensuring code compliance, functionality, and life safety.

Schedule and coordinate on a priority basis all construction and repair work required to maintain City facilities and equipment

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Plan and organize materials and resources.

On call for building and facility maintenance emergencies in the City.

Train and/or provide for training of employees engaged in construction, repair and maintenance of City facilities.

Perform as a skilled craftsman, doing repairs on mechanical and electrical systems as well as performing major building renovations.

IMPORTANT JOB FUNCTIONS:

Ensure that sufficient materials, tools, equipment and supplies are available for scheduled work.

Solicit proposals and bids from vendors and contractors when outside assistance is required, for the Department Director's approval.

Assist in the selection of qualified contractors and oversee and approve their work to verify that proper installation and procedures have been followed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand tools Test equipment Power Tools Tape measure Vehicle Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, practices, materials and tools used in the building maintenance and construction trades.

Use and care of hand and power tools and equipment.

Boiler operations.

Occupational hazards and safety precautions applicable to related work.

Technical knowledge or skills in order to competently service and/or oversee the servicing of the mechanical, electrical and plumbing systems in all City facilities.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Use of hand tools and test equipment.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Understanding and carrying out oral and/or written instructions

Applying principles to solve practical problem

Calculating fractions, decimals and percentages

Reading routine manuals, correspondence, and blueprints

Writing routine materials

Providing courteous service

Ability to plan, organize, schedule and supervise other employees and contract workers.

Ability to plan, organize and schedule the work involved in maintaining City facilities;

Mental and Physical Abilities:

While performing the essential functions of this job, the incumbent is regularly required to work at heights, tight spaces, and maybe exposed to weather conditions; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and lift, carry, push or pull objects weighing up to 100 pounds.

Working Conditions:

Work is performed in a variety of facilities with exposure to electrical and weather hazards.

The incumbents working conditions are typically noisy.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.