The City Beautiful

City of Coral Gables
Job Description

Job Title: Facilities Maintenance Div. Director
Department: Public Works
Classification: 1033
Pay grade: 29E
FLSA: Non-Exempt

Prepared Date: 09/2014
Approved By:
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Summary

Oversees property management, maintenance, and repair of City owned facilities. Organizes, supervises and monitors the work of subordinate staff. Reports to, and is supervised by, the Public Works Director.

Essential Duties and Responsibilities
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs and manages a city-wide facilities maintenance program for the maintenance, repair, and upkeep of city-owned facilities, structures, buildings, and mechanical systems.

Maintains a preventive maintenance schedule for city-owned facilities. Makes recommendations for facilities repair and improvement; estimates time, labor and materials required for jobs; maintains records and prepares reports.

Trains, evaluates, and supervises support staff; issues discipline and takes other corrective measures as necessary.

Directs the work of supervisors, contractors, and maintenance staff to assure adherence to schedules and quality standards.

Analyzes and monitors costs of facility improvement projects and maintenance programs.

Manages various administrative activities related to facilities, including warehousing, physical inventory, and procurement of equipment, tools, and supplies. Monitors compliance and effectiveness of contracted services.

Assists in the preparation and monitoring of the division's budget; and prepares reports as requested.

Responds to emergency calls. Participates in disaster preparedness and recovery planning and execution. May be required to perform these functions outside of regularly scheduled shift hours, including nights, weekends and holidays.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of standard practices, methods, terminology, tools and materials involved in the management, maintenance and repair of buildings and equipment. Knowledge of the Florida Building Code. Knowledge of HVAC systems. Ability to inspect buildings and facilities and determine maintenance and repair requirements. Knowledge of cost reporting and budgeting procedures. Knowledge of the department's contracted services and capital improvement projects. Knowledge of occupational hazards and safety precautions applicable to construction and maintenance work. Knowledge of Word and database computer programs. Ability to monitor budgets and analyze costs. Ability to develop procedures, write reports and maintain records. Ability to work independently. Ability to read blueprints, construction drawings, and sketches. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to supervise geographically dispersed facilities. Ability to wear safety equipment.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Physical capability to use and operate various tools and machinery used in the maintenance and repair of facilities.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5 to 50 pounds). May involve periodic exposure to inclement or extreme weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in engineering, architecture, business administration, public administration, or a related field from an accredited college or university; and

A minimum of six (6) years of responsible and relevant experience, to include experience in a supervisory level.

Valid Florida Driver's License.