



OAKCREEK
— WISCONSIN —

Position: Facilities Manager

Unit: Non-Union

Department: Central Services (Building & Facility Maintenance Division)

FLSA Status: Exempt

Summary Description

Under general supervision, performs work ranging from moderate to complex difficulty associated with the remodeling, maintenance and upkeep of all City buildings and facilities.

Supervision/Accountability

This position is accountable directly to the City Administrator; and has supervisor duties over all City positions comprising the Division. This position oversees the activity of internal and contracted cleaning services for the City buildings.

Major Duties/Essential Functions

Maintains and repairs all electrical systems, standby generators, lighting systems, wiring and electrical devices in all City buildings. Maintains and repairs all HVAC systems including air conditioning systems, boilers, heating units, thermostats, and other associated equipment in all City buildings.

Maintains and repairs plumbing systems, faucets, sinks, flush valves, and other associated plumbing systems and equipment.

Restores, repairs and maintains doors, walls, floors, partitions, roofs, windows, paneling, door locks and cabinets. Removes paint or varnish, prepares surface to be painted, mixes paints, applies paints, varnishes and enamels to interior and exterior surfaces.

Oversees and supervises the work of all custodial services both contractual and internal. Serves as purchasing agent for city-wide central operating and janitorial/building maintenance supplies.

Maintains and makes repairs to various City telephone systems. Oversees and operates the computer that manages the City's telephone systems. Oversees and maintains the City Hall building security system including remote readers and access computer system.

Plans, carries out and evaluates janitorial and preventive maintenance schedules for all City equipment and facilities, either personally, or through assigned staff or outside vendors.

Evaluates status of equipment and facilities, and schedules needed repairs or replacement.

Assigns, supervises and evaluates the work of building maintenance custodians or other assigned staff; advises and assists subordinates as needed.

Assists in the planning and coordination of City building projects.

Conducts various analyses and inspections of heating, cooling, air handling, lighting, plumbing, and other building systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of City Hall mechanical equipment, and facilities.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Assists in the preparation of bid specifications for equipment and facilities.

Participates in the development of annual work plan including statements of scope of activity, goals and objectives; studies material, confers with others involved and participates in the formulation of the final product. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determination of new budget figures; reviews, monitors and controls all financial transactions; approves all purchase orders originating within the Division.

Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.

Prepares annually one (1) realistic, achievable objective which will improve the operation of the Division.

Minor Duties/Responsibilities

Keeps all service equipment, hand tools and other mechanical equipment clean and operating smoothly and notifies supervisor of any problems with assigned equipment and trucks.

Attends training courses, meetings and conferences as directed by superior. May be required to confer with employees on problems, concerns and accidents.

Responsible for notifying supervisor and/or City Administrator when violations of City codes and ordinances are observed on the job.

Confers with supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Responsible for maintaining safe working conditions within the truck and equipment service areas and adjacent areas. Will use any or all safety equipment provided and procedures to complete assigned tasks.

May periodically assist other employees in other functions and operations within the buildings or yard areas.

Performs snow removal around City Hall on sidewalks and around entry doors as needed.

Performs other duties as assigned.

Knowledge

Methods, materials, equipment and tools used in the repair, remodeling and maintenance of buildings and grounds. Knowledge of building trades such as electrical, plumbing, carpentry, HVAC and masonry.

Knowledge of boilers, compressors, pumps, generators and other mechanical and electrical systems and equipment associated with the operation of various of building systems. Knowledge of City geography including streets. Knowledge of occupational hazards and standard safety precautions necessary to perform the work. Knowledge of telephone systems, data networks and wiring procedures. Knowledge of computer hardware and software.

Skill/Ability

Locating, correcting and adjusting defects in complex mechanical equipment; performing skilled work in repairing, overhauling and maintaining powered equipment; interpreting and working from charts, technical manuals, and diagrams; using and caring for tools used in mechanical repair work; and maintaining detailed and routine records. Good communications skills, both written and verbal, with an ability to create and maintain effective and cooperative interpersonal relationships with coworkers, subordinates, supervisors and citizens. Ability to work in high places, in hazardous areas and under difficult circumstances. Ability to follow written and verbal instructions, read maps and understand complex electrical and engine system plans and drawings. Developing and maintaining accurate records and reports; developing and implementing inventory and records control systems; dealing effectively with vendors in situations requiring judgment, friendliness, tact and firmness; performing responsible arithmetic calculations accurately; compiling and interpreting data; working independently and exercising initiative. Ability to use personal computer to process, access, retrieve or input information using Windows, word processing and spreadsheet software or other standardized software common to the work unit or as assigned.

Education/Experience

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying. Typical qualifications would be as follows: high school diploma or G.E.D.; two (2) years of post high school education in the electrical or HVAC building trades and four (4) years experience in building maintenance including at least one (1) year in a supervisory capacity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift, pull and/or move up to 50 pounds, and occasionally lift, pull or move weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator's license is required. Certified by the State of Wisconsin as a Maintenance Electrician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Assistant City Administrator/ Comptroller

Revision History:

April 1, 2020
August 24, 2002
May 20, 1998
June 10, 1993