

## FACILITY MAINTENANCE MANAGER I

This is supervisory, administrative and para-professional engineering work in the management of maintenance and repair operations at a medium sized facility of moderate complexity with a limited to moderate number and variety of buildings and structures; or at a larger facility of lesser complexity and variety. The population served by the facility generally causes the use of special maintenance measures and security related procedures and materials.

Employees direct, supervise, plan, review and evaluate the work of subordinates; screen, interview and recommend applicants for vacant positions; provide and evaluate on-the-job and outside training; counsel and administer discipline to subordinates; and develop and make adjustments to the shorter term and some long term assignments, schedules and priorities. Work includes making the final technical decision in a wide variety of trades, administering the work order system, directing the preventive maintenance program, requisitioning and purchasing material and supplies, maintaining stock control procedures for tools, parts and supplies, deciding whether work can be done in-house or contracted out, and advising management concerning the technical aspects of maintaining, replacing or renovating equipment and facilities. Employees have increased responsibility in a moderate combination of functions such as housekeeping, security, grounds and vehicle maintenance, planning expansions, renovations and new facilities, drawing working plans for renovations and repairs, designing and implementing small efficiency upgrades, cost estimating of repairs and other projects, asbestos management and removal, hazardous waste storage and removal, maintenance of medical facilities, maintenance of science and/or research laboratories, maintenance of high voltage electrical systems, maintenance of special or unique facilities, responsibility for the telecommunications and multi-media cabling systems, operation of water and/or waste water treatment plants, participating in facility master planning, developing, estimating and justifying capital improvement projects, outside bid package development and implementation, developing specifications and drawings for outside bid packages, reviewing and commenting on plan sheets from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as the primary liaison to designers, contractors, local officials and regulatory agencies, technically representing the facility to State Construction and other government units, and participating in the overall management and policy making for the facility. Employees normally work under general administrative and limited technical supervision, are responsible for inspecting the facility regularly for maintenance needs and safety hazards, and perform other duties and responsibilities as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan and/or delegate the daily and weekly work schedule plan, and establish the shorter-term priorities and deadlines within some established objectives and goals. Project planning is normally for one or two years, while capital planning is often for a two to five year period.

Organizing and Directing - Employees directly assign or delegate work assignments to subordinates. They make major adjustments in work schedules and workflow to balance the workload, and develop and establish policies, methods and procedures.

Budgeting - Employees normally are responsible for administering the budget line items for maintenance and repair. They develop estimates, prioritize needs and recommend parts, equipment, material and other budget items.

Training - Employees provide or direct on-the-job training for their subordinates and will recommend and utilize outside technical training.

Setting Work Standards - Employees develop and recommend work rules and normally use building codes, the National Electric Code and standard trade practices for their quality standards.

Reviewing Work - Employees spot check routine work and review the more complex or unusual projects. Employees make the final technical decisions and have complete authority to accept, amend or reject work.

Counseling and Discipline - Employees are responsible for resolving informal complaints and grievances and for participating in formal actions. Employees normally have the authority to administer oral and written warnings.

Performing Other Personnel Functions - Employees screen and interview applicants and recommend their top choice. They conduct and oversee performance evaluations of subordinates and make recommendations concerning promotions.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually stable with only occasional changes in codes, procedures, methods and equipment.

Variety of Work Supervised - Employees make or review technical decisions in most trades including carpentry, plumbing, HVAC, electric, electronics, masonry, welding, painting and mechanics; along with decisions in related functions and para-professional engineering.

Number of Employees Responsible For - Employees direct and supervise a medium sized work staff composed of a minimum of twenty or more permanent maintenance and other subordinates along with inmates or temporary workers.

## III. EXTENT OF SUPERVISION RECEIVED:

Employees work under moderate administrative and very limited technical supervision. Some projects are assigned although many are self-generated.

## IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

## V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Thorough knowledge of repair, maintenance and construction techniques and of the tools, methods, practices, materials and equipment used in the building and mechanical trades. Working knowledge of building codes, environmental rules and all other rules and regulations governing repair, maintenance and construction of facilities. Ability to direct journey level work in a variety of trades, to read schematics and blueprints, to sketch or draft technical drawings, to estimate repair and construction projects, and to perform para-professional engineering projects. Ability to train, direct and supervise subordinates and to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from a technical college with a major in Air Conditioning, Heating and Refrigeration Technology, Industrial Maintenance Technology, or Mechanical Engineering Technology and a minimum of five years progressive experience in industrial facility maintenance; or an equivalent combination of training and directly related experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.