USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facilities Manager**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Facilities Manager** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

[Under direction of the DPW Director OR chief administrative/executive officer] Performs a variety of technical, supervisory and administrative work in oversight and control of [Town/City AND School] buildings and facilities. Responsible for the [planning, design, construction, renovation], maintenance and management of all [Town/City AND School] buildings and facilities.

**Supervision Received:**

Receives general direction from [DPW Director OR chief administrative/executive officer].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all employees of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Examples of Essential Functions:**

# Plans, supervises and evaluates the [department/division] operations and employees.

1. Develops policies and procedures for the [department/division] as necessary to ensure efficient operation of all buildings and facilities maintenance activities or to implement directives from the [DPW Director OR chief administrative/executive officer].
2. Plans, recommends, promotes and implements approved comprehensive facilities management programs, including operating and capital project proposals, for the efficient operation, maintenance, renovation and construction of [Town/City AND School] buildings and facilities to address immediate and long range plans under directives and policies established by [chief administrative/executive officer ] and [legislative body if appropriate].
3. Prepares [or “Assists in the preparation of”] design and construction bid packages, assists in the selection of architectural, engineering and construction firms and assists in the negotiation of contracts.
4. Coordinates and participates in the preparation and review of plans, specifications and cost estimates for construction, maintenance, renovation and repair projects.
5. Coordinates and directs employees, contractors and vendors in construction, maintenance, renovation and repair projects and monitors progress of projects to ensure conformity with goals, estimates and timelines.
6. Plans, designs and directs the office re-design and refurbishment of [Town/City AND School] buildings and facilities.
7. Coordinates the operation, maintenance and repair of building systems and components [as directed by the DPW Director OR chief executive/administrative officer].
8. Plans, recommends, promotes and implements policies approved by [legislative body] for the [Town/City] and public use of all [Town/City AND School] buildings and facilities.
9. Coordinates services to public groups using [Town/City AND School] buildings or facilities and supervises the preparation of rooms and facilities for programs and events.
10. Enforces and complies with local, State and Federal laws and regulations to assure safe work practices and safe building operations.
11. Supervises and coordinates the preparation and presentation of a proposed annual budget for the [department/division]; directs the implementation of the adopted budget.
12. Directs and supervises the selection, training, assignment, evaluation and discipline of [department/division] employees; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.
13. Consults with, and provides administrative and technical direction to, division subordinates; reviews [division/department] performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.
14. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of [department/division] activities and operations.
15. Prepares, submits and presents narrative and statistical reports to [DPW Director OR chief administrative/executive officer]; attends meetings of [insert appropriate committees, commissions and legislative body].
16. Maintains positive working relationships with government [and School] officials, community groups and the public regarding building and facilities offerings and coordination of services; promptly and cordially responds to civilian inquiries and complaints pertaining to buildings and facilities.
17. Attends seminars and conferences, and participates in professional and public administration activities to remain current on developments in relevant fields.
18. On call responsibility 24/7 as needed.
19. Emergency response functions 24/7 as needed.
20. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. [DEPENDING UPON DUTIES] Bachelor's degree with a major field of study in: Architecture, Architectural or Structural Engineering or Construction Management [OR Bachelor’s degree with a major field of study in Mechanical Engineering, Facility Maintenance or related field OR Associate’s degree in Construction Management or Engineering].
2. [DEPENDING UPON DUTIES]\_\_ years’ experience as Construction Engineer, Project Manager or similar position on major construction projects [OR \_ years of progressively responsible experience in building and equipment maintenance and repair or construction work, with \_ years of demonstrated project management experience].
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:** [DEPENDING UPON DUTIES]

1. Thorough knowledge of principles and practices of structural, electrical and mechanical engineering [OR Thorough knowledge of trades, mechanical, carpentry, electrical, plumbing and HVAC].
2. Thorough knowledge of principles and practices of construction management.
3. Considerable knowledge of governing laws and regulations pertaining to, but not limited to, local, State and Federal life/safety and health codes, fire and building codes and ability to apply the principles to daily operations.
4. Knowledge of preventive maintenance concepts and building operating procedures.
5. Skill in financial and human capital management.
6. Skill in the use of computers, including [insert software].
7. Ability to plan, direct and evaluate maintenance, construction, renovation and repair programs.
8. Ability to understand and resolve complex engineering and architectural problems.
9. Ability to prepare bid specifications and contracts.
10. Ability to read and interpret complicated design plans, technical drawings and prints.
11. Ability to conduct studies and prepare detailed reports, plans and specification, and communicate highly technical engineering and architectural information to laymen.
12. Ability to work effectively with architects, engineers, construction managers, contractors, members of Boards and Commissions, and staff.
13. Ability to prepare operating and capital budgets and administer and monitor each budget.
14. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, customers/residents, and the general public.
15. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.
2. Licensure as Architect or Engineer [OR certification as Construction Manager or certification as Building Operator].

**Physical Demands:**

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

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to X pounds, and occasionally lift or move up to Y pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with regular related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may [regularly/occasionally] work in outside weather conditions. The employee may [regularly/occasionally] work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**EEOC Statement:**

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

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