



## City of Lake Oswego, Oregon

### Job Description

## FACILITIES MANAGER

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 546**

**Job Code: 4066**

### Class Summary

Under general direction, the Facilities Manager protects the City's facility assets through effective building management. The position is responsible for planning, directing, and coordinating City-wide facilities maintenance activities, including custodial services, preventative maintenance, energy management, renovation, repair, and construction of City-owned buildings.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Meets with department representatives to assess desired levels of service and facility needs; develops and coordinates short and long term plans and assists with planning for future facility needs.
2. Supervises building maintenance workers; ensures activities are performed in compliance with all Federal, State and local safety regulations; schedules, assigns, and reviews work; makes hiring recommendations; conducts performance evaluations; responds to employee grievances and conducts disciplinary processes according to the collective bargaining agreement and City policy.
3. Evaluates need for contracted services; prepares bid specifications for facility repairs and remodeling; evaluates and selects vendors; negotiates and administers contracts; monitors and reviews for completion legal documents, including title reports, environmental assessments, appraisals, lease agreements, and purchase agreements.
4. Coordinates activity with building contractors, architects and engineers; reviews plans, including final reports on architectural design, engineering, and building construction for compliance with codes, standards, and operational needs.
5. Coordinates with Planning and Building Divisions to implement adopted proposals, including capital improvement projects, levies, safety and ADA requirements; reviews plans and specifications, estimates related maintenance expenses, and makes recommendations.
6. Prepares and administers section budget; forecasts funds needed for staffing, equipment, materials, and supplies.
7. Assists in performing facility and safety audit of City-owned buildings; evaluates data received and prepares recommendations for facility maintenance and capital project activities.

8. Reviews maintenance records, existing work procedures, current literature and trends in building operations and takes corrective action to improve facility and equipment performance; develops and maintains a preventive maintenance plan for all buildings; maintains service records and schedules needed repairs.
9. Maintains and oversees leases for city-owned property, which may include negotiations and contract service administration.
10. Attends and provides staff support to a variety of City committees and task teams.
11. Assure that building maintenance functions are performed in absence of Building Maintenance Worker.
12. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Methods, practices, and procedures involved in facility use planning, architectural design, engineering, and construction and maintenance of buildings, facilities and related equipment.
- Building permits process.
- Codes and legal requirements dealing with building maintenance and remodeling.
- Financial, planning and budgeting practices and billing procedures.
- Office management methods and procedures.
- Project management methods and procedures.
- Facilities service software and general business applications.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Establish goals and objectives, developing plans, forecasting probable program changes and methods for program adjustment.
- Plan, assign, and supervise work of professional, technical, and trade subordinates.
- Prepare an annual budget and to manage the approved budget.
- Express ideas effectively, orally and in writing.
- Establish and maintain effective working relationships with subordinates, public and private officials, and the general public.
- Learn and apply computerized software solutions to facilities maintenance operations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's degree in Civil Engineering, Construction Management, Business Administration, Public Administration or related field and five years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Successful completion of a police background check will be required due to supervisory responsibilities of the Assistant Utility Worker assigned to the Police Department.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This 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.*