

JOB DESCRIPTION

Department: Facilities
Position: Director of Facilities
Reports to: Mayor
(Dotted-line reporting relationship to City Engineer)
Category: Full-Time/Exempt/Salaried
Date: January 1, 2014

Definition:

The Director of Facilities is a department head level position, with full authority, under the policy-level direction of the Mayor and the Board of Public Works and Safety to carry out the necessary direction and management of the West Lafayette facilities. The Director of Facilities exercises care to ensure appropriate completion of duties and safety of self and others. Incumbent maintains frequent contact with all City departments, including explaining/interpreting policy and program goals, executing policies, maintaining coordination of department/division operations, exchanging ideas, information, and opinion with others to form policies, products, programs, and/or arrive jointly at decisions or solutions to problems.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Manages and performs all work related to the maintenance of all City buildings including, but not limited to, HVAC, plumbing, electrical, fire, custodial and security. Responsible for security and key distribution.
- Ensures various building codes, health, and fire regulations are adhered to for all City buildings. Maintains, renovates, and ensures that buildings are in clean condition.
- Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
- Estimates, recommends, and supplies sketch drawings for minor renovations. Consults with architects and engineers.
- Effectively negotiates with outside vendors for supplies, repairs and other measures.
- Maintains equipment by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs. Performs repairs as needed.
- Plans budgets and schedule facility modifications, including cost estimates.
- Inspects construction and installation progress.
- Responsible for the telecommunication function.
- Oversees cleaning and maintenance of all City facilities.
- Assigns work orders, inspects, and checks drawings and plans. Develops systems for dealing with emergency repairs. Inspects buildings and determines repair and replacement needs. Recommends, estimates, and produces annual budget.
- Maintains heating, electrical, plumbing, fire and security systems in buildings.
- Plans needs of buildings by providing the City Engineer with a list of specific maintenance necessities.
- Budgets and monitors utility usage for buildings and purchases utilities where most economical.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or GED. Must have HVAC certification, Electrical, Fire, Security, Mechanical, and Plumbing Certification.
2. 5-10 years of experience managing a facility, preferably in the public sector/municipality setting.
3. Working knowledge of and ability to make practical application of applicable local and state regulations, department policies and procedures, and principles and accepted practices of maintenance and safety operations.
4. Working knowledge of the principles and techniques of budget preparation and ability to make simple arithmetic calculations and ensure cost-effective operations.
5. Ability to direct assigned personnel, including motivating, planning, scheduling and monitoring work assignments, and providing training and corrective instruction as needed.
6. Ability to effectively communicate orally and in writing with co-workers, other City personnel, and the public.

7. Ability to occasionally work extended weekend hours and overtime. Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies.
8. Ability to work alone with minimal supervision and with others in a team environment.
9. Ability to understand and follow written and oral instructions, read and interpret detailed prints, sketches and specifications, and plan and layout assigned work projects under strict deadlines.
10. Perform a wide variety of technical duties using personal computers, portable computers, and smartphones or similar devices.
11. Must be proficient using Microsoft Office products including Outlook, Word, Excel and PowerPoint. Must be able to prepare professional documents using Word.
12. Must be able to use Outlook to professionally correspond with City staff and the public, maintain current contact lists, and maintain appointments using calendars and track projects using tasks in Outlook.
13. Must quickly learn and use department software and know how to troubleshoot and analyze software or hardware issues as they arise.
14. Possession of a valid Indiana driver's license and demonstrated safe driving record.
15. Incumbent coordinates and directs various facilities maintenance operations according to generally accepted principles and guidelines. Broad discretion is required to apply the most appropriate principles and guidelines to specific situations.

DESIRED QUALIFICATIONS

Bachelor's degree in business management or related field.

WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment and outdoors in varying weather conditions. Safety and health hazards are associated with operation of equipment, combustible fuels and chemicals. Safety precautions must be observed at all times to ensure safety of self and others. The incumbent is required to perform some sustained physical effort, but prolonged and intense physical strain is not usually associated with normal operations. Majority of functions involve movement of extremities to operate equipment and vehicles, bending, stooping, crouching, and climbing. Incumbent uses a vehicle to drive to various facilities and inspection sites throughout the city.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Facilities Manager describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained in this description and any subsequent revisions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement. Nothing in this job description restricts the City of West Lafayette's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

EMPLOYEE _____

DATE _____

APPROVED _____

DATE _____