

FACILITIES MAINTENANCE MANAGER

DEFINITION OF WORK

Under limited supervision, employees provide direction, technical support, and supervision of facilities maintenance staff working in the County's Public Building Equipment Maintenance Department and in the Operations Section of the Crown Center Events Complex. Employees guide and direct staff performing preventative and general maintenance of fire, security, and ice making systems; transportation services; housekeeping; and skilled trades work in a variety of trades areas to include: heating, ventilation, and air conditioning (HVAC), mechanical, electrical, and plumbing. Employees evaluate the condition of facilities; perform routine equipment inspections, reporting findings, making recommendations and scheduling necessary maintenance and repairs. Ensure all personnel are trained in the maintenance, operation, and monitoring of systems. Propose building, grounds, parking, and facility projects. May prepare and write RFPs for projects as needed. At the Crown Center reports to the Assistant General Manager/Operations Manager, at the Public Building Equipment Maintenance Department, reports to an Assistant County Manager.

EXAMPLES OF WORK

Employees review and prioritize work requests, make assignments to appropriate staff, develop and conduct performance evaluations, formally addresses disciplinary problems, and make final employee selection decisions. Employees identify and work with managers and other employees to maintain proper system operation and resolve problems. Ensure training of staff in the maintenance, operation and monitoring of systems. Ensure compliance with technical instructions and safety regulations. Employees evaluate the condition of facilities; perform routine equipment inspections, reporting findings, making recommendations and scheduling necessary maintenance and repairs. Ensure all personnel are trained in the maintenance, operation, and monitoring of systems. Employees analyze projected job costs for large-scale or unusual projects and identify outside contractors; coordinate external contracting plans and specifications as needed. Assist outside vendors and contractors with inspection of fire alarm systems. In the absence of the Assistant General Manager/Operations Manager, employee at the Crown Center Event Complex assumes responsibility for the Operations/Production Section. Monitor and maintain boilers, chillers, air handlers, air compressors, ice making equipment, HVAC controllers, and security system through daily inspections, work logs, and computer analysis. Schedule and make adjustments, routine repairs, or replacements as needed. Consult with manufacturers, representatives, consultants, and engineers to maintain knowledge of equipment and procedures. Assist in preparation of annual budget and in conjunction with manager, monitor all expenditures. Participate in weekly staff meetings and coordinate labor requirements with Production and Operations Managers. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a major in an allied building trade or a closely related field and five years of progressive work experience in building maintenance, building trades, and/or construction work to include relevant supervisory experience; or an Associate's degree in an allied building trade or a closely related field and seven years of progressive work experience in building maintenance, building trades, and/or construction work to include relevant supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the procedures, materials, and equipment related to the plumbing, carpentry, electrical, HVAC, painting, and grounds maintenance trades; thorough knowledge of approved electrical methods, practices, code requirements, and safety standards; considerable knowledge of heat, ventilation, and air conditioning system installation and maintenance; working knowledge of building code compliance issues required to effectively manage assigned construction projects; working knowledge of building compliance and building codes; working knowledge of principles and practices of project management; working knowledge of the principles of engineering as it relates to blue prints, building design and construction; working knowledge of County purchasing policies and procedures; working knowledge of the principles of organization, administration and supervision; knowledge of occupational hazards and safety precautions required to perform work; ability to exercise tact and courtesy in contact with the general public and inter-departmental personnel; ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with working in inside and outside environments, in extreme hot and cold weather, with exposure to dirt, dust, loud noises, odors, pollen, machinery, toxic fumes, oils, gases, chemicals, or flammable liquids. Work subjects employees to compliance with OSHA safety standards, policies, and regulations.

PHYSICAL REQUIREMENTS

Must have ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

Must be able to lift, carry, push and/or pull objects and materials of moderate weight up to 50 pounds; may occasionally involve heavier objects and materials up to 100 pounds.

Must have ability to perform simple to complex movements requiring moderate coordination.

Must have visual perception and ability to discriminate colors.

Must be able to perceive and discriminate odors/sounds.

Must be able to perform manual labor for extended periods of time as required by work assignments.