



## **TOWN OF COLUMBIA JOB DESCRIPTION FACILITIES MANAGER**

**General Description:** The purpose of the Facility Manager position is to provide coordination of maintenance of all Town buildings and facilities and to supervise work in public building maintenance. Work involves responsibility for the proper utilization of personnel, equipment, and supplies in the maintenance and repair of public buildings and is operationally responsible for daily accomplishment of maintenance activities, repairs, renovations, and capital projects. The Facilities Manager is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Coordinate with the Assistant Building Official for review and inspection of any building work under your direct control.

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning, organizing, and directing buildings, facilities, and safety functions. Also performs a wide variety of routine and special professional, technical and administrative responsibilities requiring an expansive knowledge of maintenance, construction, quality control and project management.

*Supervision Received:* Works under the direction of the Town Administrator; follows established policies and state statutes and codes where appropriate.

*Supervision Given:* Supervises part-time custodial staff developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

### **Facility Manager Job Environment:**

Administrative work is performed in a moderately quiet office. Frequently required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites. Maintains 'on-call' availability to respond to equipment failures, power outages, vandalism, or emergencies.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, contractors, building officials, architects, state agencies, building & safety committees, and occasionally the public; communication is in person, by telephone, email and through letters.

Errors in judgment or omissions could result in monetary loss or rework, delays or loss of service, damages to buildings and/or equipment, injuries to employees and/or legal liability.

Work of a highly technical nature would be performed by licensed subcontractors under direction of the Facilities Manager. Minor technical work as well as regular aesthetic upkeep

would be performed by maintenance staff under the manager's guidance and at times with the manager's help.

**Examples of Duties:** The duties and responsibilities listed below are not inclusive and may be supplemented, as necessary. This is a working manager position and will be expected to be hands on when possible.

- Ensures safe and efficient operations of town buildings through proper custodial and building maintenance services such as, elevator inspection, boiler inspection, hot water heaters, fire panels, extinguisher inspections, monitoring utility consumption, sprinkler inspection, and certified kitchen at Senior Center.
- Develops a preventive maintenance program for town buildings and facilities operating within the annual budget which includes heating, air conditioning, lighting, maintenance, and building systems. Provides Maintenance and light repair of all lighting, plumbing, and HVAC fixtures.
- Responsible for two second shift employees, making sure they know their daily cleaning responsibilities and when applicable light maintenance tasks, (emergency lighting batteries, basic plumbing repair, specialty cleaning, etc.).
- Monthly inspections of emergency lighting, water filters, air filters, etc.
- Painting and repair of surfaces: interior and exterior walls and trim, ceilings and ceiling tiles, sidewalks and walkways.
- Installation and/or assembly of furnishings, cabinetry, and shelving.
- Repair and installation of door/window and other hardware and weather stripping.
- Setting up and taking down of chairs, tables and furniture related to events held in municipal buildings.
- Snow and ice control of town facility parking lots and sidewalks during storms. This includes on-call availability and overtime pay. Days/times off shall be coordinated with the Town Administrator to ensure coverage at all times.
- Assist in overseeing/providing access to subcontractors.
- Pulling quotes together and coordinating projects around the workings of the building
- Generator maintenance.
- Initiate and oversee completion of the established/approved projects from the long-term facilities improvement plan.
- Oversees telephone and video monitoring systems.
- Coordinates safety drills in compliance with State requirements, utilizing systems, alarms, communications, and behavioral observations. Serves on all safety committees.
- Develops plans, policies, and procedures for town operations and facilities in conformance with all federal, state, and local codes, ordinances, and regulations.
- Coordinates with the Recreation Department and Public Works to monitor and maintain recreational facilities and the Town beach.
- Prepares and coordinates the preparation of RFP, RFQ and other bid requirement specifications for facilities projects per town policies, in conjunction with the Finance Director and Town Administrator.

- Obtains quotes from contractors for various services to repair and maintain building systems per town policies.
- Develops plans for projects and estimates time and resources required to complete the work, prepares material lists and obtains necessary permits for the work.
- Coordinates with Officials, contractors, architects, and others, as needed, to administer and implement construction, repair, or improvement projects, and facilitates building-related projects for each department.
- Represents the Town's interest and acts as the contact/overseer for all construction work.
- Inspects finished subcontractors work to ensure compliance with plan specifications and any applicable regulations.
- Plans and coordinates short and long-range capital planning of building repairs and renovations with the appropriate committees, boards, and administrators.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Manages MSDS sheets (material safety data) and AHERA (asbestos regulations) for custodial staff and enforces blood borne pathogen laws.
- Provides support to the Town Administrator on such personnel actions as hiring, termination, and discipline.
- Prepares and monitors operating and capital budgets for all town facilities maintenance and repair; presents budget and capital budget.
- Collaborates in the application, compliance and reporting of State grants.

### **Knowledge, skills and abilities**

*Knowledge:* Thorough knowledge of the principles and practices of operation of facility management; working understanding of the federal and state laws and environmental regulations affecting facility and operational services; working knowledge of building mechanical systems; thorough knowledge of appropriate equipment and schedules of inspections used for building maintenance; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of methods to monitor utility use and recommend energy efficient improvements; knowledge of computer applications related to operations; knowledge of municipal budgeting; knowledge of capital budget and planning for major building renovation; general knowledge of building trades.

*Ability:* Ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, standards; ability to analyze and interpret building maintenance regulations, specifications, codes, statutes, and administer and maintain compliance; ability to establish and maintain effective working relationships with other departments, state and federal officials, various groups, and individuals; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability to give written and oral instructions; ability to read and describe safety procedures; ability to understand and explain policies and procedures; ability to motivate employees; ability to understand basic building trades to ensure contractors complete projects effectively; ability to read and interpret blueprints and schematic drawings.

*Skill:* Excellent verbal and written communication skills; skill in motivating, training, directing, and supervising employees; aptitude for working with people and maintain effective working relationships with various groups to promote the best possible delivery of building maintenance services; skills associated with handling numerous projects at one time; administrative and organizational skills; skills related to inspecting various buildings and equipment. Microsoft Office, Outlook, and building management systems proficiency. Uses standard office equipment and state of the art technology available to assist in preparing reports and presentations including personal computer and appropriate software, printer, digital camera, scanner.

### **Physical and Mental Requirements / Work Environment**

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).

- Must be mobile with the ability to get from one location in the building or work site(s) to other locations in and outside of the building or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to move arms, hands and fingers in to grip objects and perform manual labor.
- Ability to see and read objects closely as in reading manuals and instructions. Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing or using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve minor problems.
- Ability to lift and carry objects which weigh over 50 pounds for extended lengths of time
- Ability to distinguish between public and confidential information and handle appropriately.

### **Qualifications**

Experience or training in HVAC, electrical, or plumbing, carpentry, and custodial work; Experience in maintenance of municipal or other office buildings; valid CT driver's license; ability to operate power tools and lawn and garden tools, ability to snow blow and shovel snow.

The Town of Columbia is an Equal Opportunity Employer (EOE).

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other-Work near heavy equipment		X		

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

<b>Presented to BOS:</b>	June 4, 2024
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