

DESCRIPTION: Under limited supervision, responsible for overall management and coordination of the maintenance, repair, installation, remodeling, and construction of the buildings, grounds, equipment, and/or utilities of an agency facility or assists in the management of the maintenance program of a large facility or number of facilities within a geographic area. Managers direct the technical operation and maintenance of the facility physical plant through one or more maintenance supervisors; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Facility Maintenance Manager I class is distinguished from the Facility Maintenance Supervisor class based on A) independent managerial functions such as budget, maintenance policies/procedures, coordination with program directors or representatives of tenant agencies, full range of employee human resources issues/actions, strategic planning, and overall program priorities, B) management of program through subordinate supervisors and C) work situation factors such as size/number of buildings or building controlled, size and type of staff supervised, size and makeup of budget, supervision received, number of maintenance shifts, functional use of buildings, age and type of physical infrastructure, nature and number of construction projects, and existing utility/operational system technology. Class is distinguished from the Facility Maintenance Manager II class based on listed work situation factors.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all of the duties that may be assigned.)

Plan, assign, manage, and evaluate varied phases of construction, installation, maintenance, remodeling, repair, and preventative maintenance.

Manage and evaluate the work of maintenance supervisors and skilled staff, responsible for selection, discipline, performance, leave, grievances, work schedules, work assignments, and determination of the maintenance organizational structure.

Develop, monitor, and revise the maintenance budget, determine maintenance priorities through strategic planning and resource identification, and develop various departmental personnel and operational policies/procedures.

Review and identify major and minor construction, maintenance and repair projects, plans and lays out work, estimates time, cost, materials and feasibility of specific projects, recommends and coordinates appropriate course of action to management personnel.

Solicit and review bids, and award service contracts, minor and major construction projects, oversee, approve, and negotiate work of outside contractors.

Maintain the flow and quality of work across multiple shops to assure timely accomplishment of assignment workload and makes adjustments in accord with overall priorities.

FULL PERFORMANCE KNOWLEDGE, ABILITY, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: facility operational policies, budget development and administration, personnel management, administrative prerogatives and responsibilities, strategic planning, and management practices.

Ability to: formulate, implement, and enforce policies, rules, and regulations, establish and maintain long range maintenance programs, and organize of maintenance department to insure maximum efficiency.

ENTRY KNOWLEDGE, ABILITY, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and other evaluations.)

Knowledge of: preventative maintenance systems, variety of building, mechanical, and utility trades, principles of supervision.

Ability to: plan, organize, and effectively supervise the work of a skilled maintenance staff with various trade skills, delegate the work to others, coordinate various multi-trade functions including private contractors, and to review bid proposals.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

[Provisional Minimum Qualification statements]

Three years of experience in building maintenance trades/crafts, and experience in supervising the work of skilled maintenance workers.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).