

## City of Rapid City Job Description

<b>Job Title</b>	Facilities Manager		
<b>Job Code:</b>	tbd	<b>Job Family:</b>	
<b>Pay Grade:</b>	17	<b>Date Revised:</b>	March 2019
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** The Facilities Manager will manage the City Administration Building. Future expansion of this role may include other City owned buildings. The Facilities Manager will ensure all facility planning and maintenance requirements are met. They will oversee all building-related activities including, but not limited to, maintenance, repair, remodeling and renovation of the municipal building and facility. This will include preserving the good condition of infrastructure and ensure that facilities are safe and functioning. The ideal candidate will need to exercise extensive initiative and independent judgment as they relate to routine repair and capital improvement projects (CIP) of City buildings and facility. In addition to performing supervisory assignments of a technical nature, the employee is responsible for management of the operational budget including CIPs and contractual services. The employee works directly with other city departments and contract administration on major remodels, cleaning and construction related projects. Administrative tasks include, but are not limited to developing maintenance goals and objectives, establishing work priorities, and schedules, and formulating policies, procedures, and work standards for the accomplishment of assigned tasks. The ideal candidate will have outstanding problem solving abilities and the ability to adjust quickly.

### **Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Manages daily operations of citywide building repair and maintenance, janitorial, security and warehouse operations, outdoor space and parking facilities.
2. Provides support to the departments and serves as a primary contact on issues in relation to building maintenance.
3. Directs the facilities operations, preventative maintenance, maintenance and repair service effort for City building and structures using in-house and contract forces; approves work orders, requisitions and payments through the City's Finance Department.
4. Reviews design documents; determines viability; and reviews and approves major repair projects. Submits for approval of funds; reviews budgeted work progress; and makes adjustments as needed to fit available resources.
5. Prepares and administers citywide contracts for work to be done by private contractors; reviews plans and specifications for new building construction; and identifies and plans construction to meet future needs.
6. Manages the design, installation and acquisition of all furniture usage in city buildings.
7. Performs office, personnel, and administrative tasks.
8. Ensures a safe environment exists within facility by effecting safety procedures and practices.

9. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; and monitors expenditures.
10. Other related duties as assigned.

### **Qualifications:**

- Must be age 18 or older.
- High School diploma and five years of responsible experience in management of building construction/operations programs, including two years of administrative and/or supervisory experience.
- Must possess a valid South Dakota Driver's License. Possession of or, ability to obtain within one year of employment, Certified Facilities Manager (CFM) certification.

### **Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment is both indoors and outdoors. Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to stand and/or walk for extended periods of time, up to 8 hours. Must be able to use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee must regularly lift and /or move up to 20 pounds. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; reach with hands and arms and taste or smell. The employee must regularly lift and/or more up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.