

CITY OF HELENA



Position Title: CCAB Facilities Mgr

Department: CCAB

Position #: 01469

Grade: 147

EEO Category: (08) Service Maint

FLSA: Exempt

EEO Function: (15) Other

Work Comp Code: 9410

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operation of the City/County Building including preparation for and overseeing facility maintenance and renovation; to coordinate assigned activities with other City/County departments and outside agencies; and to provide highly responsible and complex administrative support to the City/County Building Board.

SUPERVISION RECEIVED

Under general direction of the Community Facilities Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, maintenance, mailroom, copy center, information services, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all City/County Building services and activities including preparation for and overseeing facility maintenance and renovation.

Manage the development and implementation of City/County goals, objectives, policies, and priorities for each assigned service area; establish, within Building policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the City/County to other City, County, State, and Federal departments and outside agencies; explain and interpret City/County Programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Install and maintain all digital and analog phone lines and equipment. Program computerized phone system and phones. Provide dial tone to all City/County departments for Centrex Phone system. Troubleshoot and correct all phone problems in the City/County Building and all outlying departments/divisions. Design, install and implement phone systems for all City/County departments.

Select, train, motivate, and evaluate City/County personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Sort and deliver all incoming mail to proper department mail boxes. Collect, meter and deliver all outgoing mail to Post Office from all City/County departments on a daily basis.

Plan, direct, and coordinate the City/County's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Provide staff assistance to the City and County Manager and City and County Commissions; prepare and present staff reports and other necessary correspondence.

Important & Essential Duties cont.:

Coordinate City/County activities with those of other departments and outside agencies and organizations.

Prepare, manage and participate in the development and administration of the City/County budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to City/County Building programs, policies, and procedures as appropriate.

Plan, promote, coordinate, develop, and schedule leases and meeting room events for the City/County Building; ensure the accessibility of the City/County Building to the public; initiate contacts from start to resolution for the City/County Building.

Prepare grant applications; administer and oversee the financial and physical implementation of awarded grants.

Distribution of keys and parking stickers; entry and exit interviews.

Provide design expertise in electronics, electrical, mechanical, carpentry, and plumbing for ongoing building maintenance and equipment retrofit; oversee and coordinate the maintenance and operation of the boiler's, ventilation system, and phone systems.

Oversee and inspect work in progress by outside contractors for compliance with development and construction plans.

Participate on a variety of boards; attend and participate in professional group meetings; stay abreast of new trends and innovations in the facilities management industry.

Respond to and resolve difficult and sensitive inquiries and complaints.

Collection of rents and phone bills.

Provide training for the staff of the City/County Building as it pertains to safety, blood born pathogens, MSDS, etc.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of quasi government facilities.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Knowledge of cont.:

Modern and complex principles and practices of program development and administration.

Principles, practices, techniques and design of Meridian 1, voice mail and Centrex phone system.

Marketing principles and practices.

Principles, techniques, and practices of building operation management including electrical, ventilation, plumbing, and boiler systems.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Operate modern office equipment including computer equipment.

Operate and maintain Meridian 1 phone system, including programming of Voice Mail.

Operate all types of hand and power tools.

Ability to:

Provide administrative and professional leadership and direction for the City/County Administration.

Develop, implement, and administer goals, objectives, policy and procedures for providing effective and efficient community based programs and building management services.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, City/County Building Board of Directors, and City and County Commission issues, concerns, and needs.

Analyze problems, identify alternative solutions, protect consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Market and promote the City/County Building.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies procedures, laws and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 100 lbs.; exposure to noise, outdoors, confining work space, explosive materials, mechanical hazards, and electrical hazards.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of increasingly responsible facilities or building maintenance management experience including three years of supervisory experience

Training:

Equivalent to a Associate's degree from an accredited college or university with major course work in business administration or a related field, and/or a Journey worker level in one of the following trades: carpentry, electrician or plumber.

Equivalent of three years in phone system experience not limited to installation. Must possess design and implementation experience. Computer Management System experience preferred

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Montana driver's license.

Possession of, or ability to obtain, a Montana Low Pressure Boiler Operator's license.

Possession of, or ability to obtain a Journey worker level in one of the building trades.

After reading this job description, as of this date, would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____