

FACILITIES MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for all activities of the Facilities Maintenance Division of the Department of Public Works, which includes inspection, maintenance and repair of large numbers of buildings and adjoining grounds / appurtenances, as well as administering contracts for construction and repair. Incumbent works with substantial independence under the direction of the Director of Public Works, and has supervisory responsibilities for a large staff of skilled technicians and janitorial workers. Position is subject to on-call and after hours work.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Initiates and reviews programs of inspection of City / Parish facilities other than those managed by the Lafayette Utility System. Forecasts needs for maintenance and repair, assigns priorities, oversees and participates in preparation and administration of facilities maintenance budget, justifies expenditures. Oversees and participates in programs of regulatory compliance regarding safety systems such as automated fire suppression systems, or ADA. Administers contracted services for large commercial boilers, chillers, HVAC and related equipment. Utilizes Work Order software to track job assignments. Reviews plans and construction documents for large construction projects. Prepares and administers contracts for Janitorial Services and Supplies, Fire Alarm Systems, Security Systems, Elevator Systems, etc. Reviews work orders or service requests from internal sources, assigns priorities. Monitors Building Automation Systems and Fire Alarm Systems at several large facilities.

Reviews contracts for new construction with Architects and / or construction companies, performs inspections, initiates / approves change orders, authorizes payments for services. Insures capital projects are assigned to consultants in timely fashion and monitors progress. Works closely and coordinates activities on large construction projects. Reports to Director, Council, Elected Officials as necessary.

Interviews prospective employees, recommends appointment, evaluates performance of employees, recommends discipline / discharge where appropriate. Approves division's purchase orders, requisitions, contract payments, leave requests and time sheets.

Prepares cost estimates for repairs and renovations to facilities and related equipment.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of locations, layout, characteristics, and maintenance needs of all City/Parish Buildings.

Thorough knowledge of Structural, Roofing, Plumbing, Electric, Heating, Ventilation and Air conditioning methods and materials used in large commercial buildings.

Thorough knowledge of regulations applicable to public use buildings, including correctional facilities.

Knowledge of applicable policies and procedures of budgeting, purchasing, contracting and related.

Knowledge of personnel rules and regulations as appropriate to supervision of Division's employees.

Ability to establish and maintain effective working relations with employees, elected officials and representatives of other utilities.

Ability to communicate clearly, verbally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in Architecture, Mechanical Engineering, Industrial Technology or related field and substantial experience in building construction and maintenance, especially managing public facilities maintenance of large commercial buildings.