City of Fort Worth, Texas
Job Description

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<tr>
<th>Classification Title</th>
<th>Facilities Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>MG1281</td>
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<td>Job Family:</td>
<td>Management</td>
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<tr>
<td>Pay Grade</td>
<td>614</td>
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<td>Date Reviewed:</td>
<td>07/10/15</td>
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<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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<td>Date Revised:</td>
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GENERAL SUMMARY

Manages the Building Services Division of the Property Management Department which includes Architectural Services, Building Maintenance, and Building and Construction. Manages the planning & prioritization of all citywide facilities and parking programs.

ESSENTIAL DUTIES & 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.

2. Manages daily operations of citywide building repair and maintenance, janitorial, security and warehouse operations, as well as the architectural design and management of city building construction and city parking facilities. Inspects major projects; and observes work in progress.

3. Reviews design documents; determines viability; and reviews and approves major repair projects of all City Departments. Approves funds; reviews budgeted work progress; and makes adjustments as needed to fit available resources.

4. 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 on a city wide basis.

5. Inspects construction repair projects in the field and approve changes.

6. Monitors and evaluates the efficiency and effectiveness of operational methods and procedures; and recommends appropriate service and staffing levels.

7. Manages and participates in the development and implementation of goals, objectives, policies and priorities for Building Service programs on a citywide basis; and makes recommendations for changes and improvements to existing standards and procedures.

8. Serves as liaison for the Building Services division with other divisions, departments and outside agencies and citizen and community groups. Attends meeting with
architects, engineers, state and federal officials, department heads, other City officials and citizens; and negotiates and resolves sensitive and controversial issues.

9. Serves as staff on a variety of boards, commissions and committees; prepares and present necessary reports and correspondence; and approves Mayor &Council Communications.

10. 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.

11. Monitors and evaluate the quality, responsiveness, efficiency and effectiveness of assigned Building Services methods and procedures; and works with personnel on the continuous improvement of Building Services, including city building and facility planning, construction and maintenance as well as City parking facility planning and management.

12. Performs the more technical and complex tasks of the division, including the most complex analytical and evaluative activities; exercises quality control authority over all divisional products; and ensures that written reports are clear, concise and objective.

13. Provides support to the department director and other assigned senior and executive management staff; and serves as a primary contact on issues and programs related to division.

14. Approves annual work program. Determine five-year major component replacement program, i.e., roofs, HVAC equipment, etc.

15. Performs other related duties as required.

16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City’s Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Principles and practices related to building design, material, methods and equipment.
  - Principles and practices of facility planning and prioritization, including parking facilities.
  - Principles and practices of building maintenance, program development and administration.
  - Municipal budget development and administration procedures.
  - Record keeping and methods of utilizing equipment information.
  - Equipment specifications, cost bidding procedures and requisition procedures.
  - Tools and equipment utilized for building construction and maintenance.
  - Safety rules and regulations related to work procedures, equipment and usage of materials.
  - Modern and complex principles and practices of management.
Principles of supervision, training and performance evaluation.
- Pertinent Federal State and local laws, codes and regulations related to assigned operations.
- Methods of City purchasing and contract procedures.
- Blueprints and schematics relevant to building construction and maintenance.

**Skill in:**
- Organization and time management.
- Computers and applicable software.
- Prioritization.
- Critical thinking and decision making.
- Negotiation.

**Ability to:**
- Communicate clearly and effectively, both orally and in writing.
- Plan and organize diverse operation.
- Manage a comprehensive building maintenance, design and construction program and a parking facilities program.
- Review, negotiate and prepare building contracts and design specifications.
- Read and interpret blueprints and drawings.
- Develop and administer division goals, objective and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret work reports and evaluate work completed.
- Participate in the selection, supervision, training, and evaluating of subordinate employees.
- Interpret and explain City policies and procedures.
- Read and interpret building and construction blueprints and schematics.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

**MINIMUM JOB REQUIREMENTS**

Bachelor’s Degree in architectural, engineering or related field and five years of responsible experience in management of building construction/operations programs, including two years of administrative and/ or supervisory experience.

**OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain within six months of employment, Certified Facilities Manager (CFM) certification, or registration as a Professional Engineer or Architect in the State of Texas or in a state that Texas extends reciprocity. If reciprocity is extended, a State of Texas registration must be obtained within six months of employment.
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.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.