Job Title: Facilities Manager
Department: General Administration

Class Code:
FSLA: Non-Exempt

Job Summary

The Facilities Manager is responsible for overseeing the maintenance, operation, and improvement of all city-owned buildings and facilities. This position ensures that city properties are safe, functional, and compliant with all regulations. The Facilities Manager will work closely with various city departments, contractors, and vendors to maintain high standards of service and efficiency.

Duties and Responsibilities

- **Maintenance and Operations:**
    - Oversee the daily operations of city-owned buildings, ensuring they are well-maintained, safe, and accessible.
    - Develop and implement maintenance schedules for routine inspections, repairs, and upgrades.
    - Manage and coordinate the work of maintenance staff, custodians, and external contractors.
- **Budgeting and Planning:**
    - Prepare and manage the facilities budget, including forecasting for repairs, upgrades, and capital improvement projects.
    - Identify cost-saving opportunities while maintaining high-quality service.
    - Participate in the development of long-term facility management plans and strategies.
- **Compliance and Safety:**
    - Ensure that all facilities comply with local, state, and federal regulations, including health, safety, and environmental laws.
    - Conduct regular safety inspections and address any issues promptly.
    - Implement and monitor emergency preparedness plans for all city facilities.
- **Vendor and Contractor Management:**
    - Select, negotiate, and manage contracts with vendors and service providers for facility-related services.
    - Ensure that all contractors meet the city's standards and complete work on time and within budget.
    - Monitor the performance of vendors and contractors and address any issues.
- **Project Management:**
    - Plan, coordinate, and oversee construction, renovation, and major repair projects.

- o Work with architects, engineers, and other professionals to ensure projects meet city requirements and are completed on time.
  - o Monitor project progress and report on status to city leadership.
- **Sustainability Initiatives:**
  - o Promote and implement sustainable practices in the management of city facilities.
  - o Identify opportunities to reduce energy consumption, improve waste management, and enhance the environmental performance of city buildings.

Minimum Education and Experience

- Bachelor's degree in Facilities Management, Engineering, Public Administration, or a related field. (Relevant experience may be considered in lieu of a degree.)
- Minimum of 5 years of experience in facilities management, with at least 2 years in a supervisory role.
- Knowledge of building systems, including HVAC, electrical, plumbing, and security.
- Strong understanding of health, safety, and environmental regulations.
- Experience in budget management, contract negotiation, and project management.
- Excellent leadership, communication, and organizational skills.
- Ability to work collaboratively with city officials, staff, and the public.

Required Certifications, Licenses, and/or Skills

- Certification in Facilities Management (e.g., IFMA, BOMA).
- Experience managing facilities in a government or public sector setting.
- Knowledge of sustainable building practices and energy management.

Physical Demand

- May require occasional evening, weekend, or on-call work to respond to emergencies or oversee projects.
- Some travel within the city to various facilities is required.
- The role may involve physical activity, including inspecting buildings and equipment.

Work Environment

The work is typically performed in an office/facility and may require extended periods of walking, standing, stooping, and sitting.

Americans with Disabilities Act Compliance

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.