

Facilities Lead/Construction Manager

DEPT: Public Works
DIV: Facilities
DATE: September 2022

FLSA: Non-Exempt
EEOC: Admin Support



POSITION SUMMARY

The Facilities Lead/Construction Manager would be responsible for overseeing the City's Facilities Team and the maintenance of City buildings. This employee would oversee the City's Electrician, Maintenance Supervisor and team, Mechanical HVAC Supervisor and team, and Custodial Supervisor and team.

Additionally, this employee would hold a General Contractor license with the State of Utah. As necessary, the Construction Manager would lead a special projects team that would aid in the coordination and constructions of City projects as well as some self-performed construction duties.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Parks & Facilities Superintendent.

SUPERVISION EXERCISED

Provides general supervision to full-time and/or part-time staff.

ESSENTIAL FUNCTIONS

Supervises subordinate personnel including hiring, determining workload and delegating assignments, training, monitoring and evaluating performance and initiating corrective or disciplinary actions.

Coordinates and assigns projects; provides assistance in resolving problems; approves system changes and establishes project priorities.

Monitor construction and maintenance of projects; reviews and/or inspects work for quality, accuracy, and completeness.

Oversees the development, evaluation, or review of plans and criteria for a variety of activities; assesses feasibility of proposed plans, projects, and equipment.

Coordinates and/or acts as a liaison between City and other contractors, agencies, work units, organizations, suppliers, etc.

Participates in the planning, designing, construction, and maintenance of facilities.

Provides technical consultation to originators of project job orders, including development of project plans and related estimates.

Builds, fabricates, or repairs structures, equipment, and/or miscellaneous articles from verbal instructions, blueprints, and/or work drawings.

Performs general facility construction and maintenance including painting, carpentry, masonry, plumbing, electrical, general knowledge in concrete finishing, framing, roofing as well as general cleaning and sanitation for City projects.

Provides maintenance and construction expertise to the maintenance/construction employees.

Inspects facilities, machinery, equipment, systems, etc., to verify safety, maintenance, conditions, functions, and quality.

Orders, receives, inspects, and stores equipment, commodities, materials, and/or supplies.

Writes or drafts correspondence, reports, documents, and other written materials.

Collects bids, manages contracts, and observes city purchasing policies

Ensures compliance with applicable federal, state, or local laws, regulations, standards, guidelines, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus, one-year specialized training related to above duties
AND
 - B. Four to six (4-6) years of recent and progressively responsible experience in facilities maintenance, upkeep, construction, and related environs;
OR
 - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of custodial equipment and small motor maintenance and repair; Material Safety Data Sheet (MSDS), OSHA's hazard communication standards; proper custodial practices, including use of equipment and chemicals; safety guidelines and practices related to various cleaning chemicals and materials; types of cleaning and maintenance equipment; power generators, fire alarms systems; emergency safety shutdown procedures. OSHA 10 and 30 training.

Skill in equipment maintenance and repair; Construction equipment such as hand tools nematic tools: Mid and some heavy equipment operations such as skid loader, excavator; backhoe. general knowledge in concrete finishing, framing, roofing.

Ability to learn and follow policies and procedures; lift heavy objects and perform heavy manual labor; perform manual cleaning and related labor and to work continuous hours while standing; understand and follow verbal and written instructions; work independently and interact with others in an appropriate, helpful manner; establish and maintain effective working relationships with fellow employees and supervisors.
3. Special Qualifications:

Must be required to have a valid General Contractors license with the State of Utah.

Must be required to have a valid driver's license, may be required to possess a commercial driver's license.

Must have OSHA 10 Card, OSHA 30 preferred.
4. Work Environment:

Worker in the position performs both indoor and outdoor physical demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping and reaching. Hearing and seeing required in performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. May be required to lift if excess of 50 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)