

FACILITY MANAGER



Department:	Agency Administration
Reports To:	Director of Finance
Group/FLSA Status:	Program Specialist / Exempt
Created:	12/11/2024

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Facility Manager is responsible for planning and supervising maintenance and repair work. Facilities management is a critical element to ensure the longevity, safety and operational excellence of any building; new or old. This position would also include operational elements such as budgeting, capital expense planning, lease management, landlord communication, space management and simply ensuring all site directors have the resources they need for their facility to be successful. Finally, facilities management includes all of the on-going maintenance repairs that need to be completed regularly to ensure the facility remains safe, operational and in good repair.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Manages the day-to-day maintenance and custodial activities for the grounds and buildings including: supervising and coordinating staff and operations; planning, implementing, and overseeing projects, processes, procedures, and standards; provides coaching and training; and ensures compliance with established regulations, codes, and standards;
- Serves as the Agency health and safety coordinator; collaborates with internal staff, external consultants, and other agencies to address safety issues, code issues, and emergency management support; coordinates training and safety programs; inspects campus buildings, facilities, and equipment to ensure maintenance requirements are met and in compliance with applicable codes, standards, and specifications;
- Prepares and administers annual operating budgets in conjunction with the Director of Finance; prepares cost estimates for capital and budget recommendations; submits justifications for budget and capital programs; and monitors and controls expenditures;
- Works with Director of Finance to periodically review budget vs. actuals and adjust projects/spending as needed;
- Manages fleet maintenance activities, including coordinating maintenance and repairs; develops vehicle replacement schedules;
- Collaborates with internal, external consultants, and other agencies in the bid/contracting process for construction and renovation projects; collaborates with and monitors the work of external contractors; and monitors contract performance;
- Manage, hire, coordinate and oversee maintenance contracts at all SWWC owned and leased facilities as applicable;
- Manage, hire, coordinate and oversee maintenance repairs for all locations, both owned and leased, projects at all facilities to ensure quality control, and manage third party vendors, negotiate maintenance agreements and ensure all services are followed through on;
- Track leases and term dates, including renewal and notice dates;
- Coordinate with designee of landlord for leased facilities
- Coordinate with 3rd party groups for continued Health and Safety compliance and ORB to ensure continued strategic facilities plan;
- Maintain Capital Expenditure budget with 10-year forecasts for capital repairs and replacements;
- Work in conjunction with ORB and R.W. Baird to prepare rolling 10-year LTFM plan and submit to MDE and update annually;
- Manage projects according to LTFM plan and work with the Director of Finance to ensure proper accounting of projects and tracking as required by MDE;
- Site visits as needed to all facilities, but not less than each facility quarterly;
- Work with and assist as needed IT team to ensure buildings cameras, door control systems and other elements and functioning properly;
- Maintain up-to-date fire monitoring and security system call orders and update with monitoring companies as needed;
- Be main contact for each Site Administrator or Director for all items involving maintenance, repair, vendors and any items relating to the "facility";
- As able, self-perform maintenance repairs;
- Identify and track other facilities needs and ensure they are completed as needed;
- Act as main point person with the Landlord of leases spaces;
- Prepares a variety of written reports, contracts, logs, proposals, documents, and other related materials;

- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Thorough knowledge of industry standards and regulations related to the operation of buildings and grounds;
- Thorough understanding of needs of a building, how to hire vendors and which vendor to hire based on particular issue;
- Technical understanding of HVAC systems, plumbing, electrical, roof systems and “facilities” in general;
- Moderate understanding of financial aspects to compile and manage to an annual operating budget;
- Considerable skill in operating, and teaching others to safely operate, a variety of tools and equipment;
- Considerable ability to plan, coordinate, and evaluate the work of custodial personnel;
- Working ability to assess operational and maintenance problems and to prescribe remedial action;
- Working ability to communicate effectively, both orally and in writing;
- Working ability to interact with school personnel, students and the public in a tactful and effective manner;
- Ability to endure sustained periods of physical activity;
- Ability to perform work requiring continuous standing and frequent walking;
- Ability to climb stairs frequently and ladders occasionally;
- Ability to occasionally balance, stoop, kneel, crouch and crawl;
- General cleaning knowledge and ability to safely work with chemicals;
- Knowledge of operation of equipment that is required in performance of the job;
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications;
- Ability to work independently with minimal supervision;
- Ability to work on multiple tasks and prioritize appropriately;
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work;
- Ability to manage and attend to emergencies as needed;
- Ability to withstand the physical demands of the position for 8 hours a day.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associate degree (A.S., A.A.) or two year technical certificate in related field; and 3 years of experience;
- A minimum of 5, preferably 8 years of experience in a senior role.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver’s License;
- Boiler Certification Preferred.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of Director of Finance;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.