

City of Chesapeake Class Title: Facility Maintenance Administrator

Job Class Code: 2765	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of this position is to plan and manage all design management and construction management operations and activities to meet the goals of City Council and City Manager. The Municipal Facilities Administrator serves as liaison between City management, project management and technical staff. Directs the overall construction management for new and renovated municipal projects.

TYPICAL TASKS

- Plans and manages all facilities maintenance activities to accomplish division goals and ensure that all City buildings are operating efficiently and in functional operating condition.
- Supervises staff including training, directing and evaluating performance.
- Prepares a variety of analytical studies, reports, and related information and presents recommendations for decision-making purposes.
- Supervises staff including training, directing and evaluating performance.
- Implements programs, including cost-saving procedures, and problem solutions relating to facilities maintenance.
- Directs and coordinates facility maintenance operations with staff and other departments to enhance productivity and prioritize activities.
- Develops related policies and procedures and ensures compliance with applicable laws and regulations regarding facility maintenance, renovation and energy conservation and efficiency standards.
- Prepares division budget and allocates resources within given budget/expenditure controls.
- Consults with departments and agencies on technical problems, maintenance issues related to facility management to resolve problems, and improve services.
- Prepares and presents oral and written reports to communicate information such as the status of maintenance projects.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Researches trends and grants available for energy conservation projects for municipal operations.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; may use advanced mathematical concepts and models.

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Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in engineering or closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, Professional Engineer License and/or Certified Energy Manager.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/06/20