



City of Tempe

FACILITY MAINTENANCE MANAGER

| JOB CLASSIFICATION INFORMATION | | | |
|--------------------------------|-------------------|---------------------------------|----------------------------------|
| <i>Job Code:</i> | 007 | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Internal Services | <i>Salary / Hourly Minimum:</i> | \$91,553 |
| <i>Supervision Level:</i> | Manager | <i>Salary / Hourly Maximum:</i> | \$123,597 |
| <i>Employee Group:</i> | SUP | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Facility Maintenance Manager |
| <i>Drug Screen / Physical:</i> | N | N | <i>EEO4 Group:</i> Professionals |

DISTINGUISHING CHARACTERISTICS

| REPORTING RELATIONSHIPS |
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| Receives general direction from the Deputy Internal Services Director –Finance or from other supervisory or management staff. |
| Exercises direct supervision over technical, maintenance, custodial and clerical staff. |

| MINIMUM QUALIFICATIONS | |
|---------------------------------|--|
| <i>Experience:</i> | Five years of increasingly responsible experience in one or more of the following areas including two years of administrative and/or supervisory responsibility: <ul style="list-style-type: none"> • Building construction • Building code inspections • Custodial management/maintenance • Facilities management/maintenance |
| <i>Education:</i> | Equivalent to a Bachelor’s degree from an accredited college or university with course work in business administration, public administration, engineering, architecture, building construction management or a degree related to the core functions of this position. |
| <i>License / Certification:</i> | Must possess and maintain a valid driver’s license. |

| ESSENTIAL JOB FUNCTIONS |
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| Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. |

To actively support and uphold the City's stated mission, vision, and values. To manage, supervise and coordinate the activities of the Facility and Custodial Management Section of the Internal Services Department; to coordinate facility and custodial management activities with other City divisions and departments; and to provide highly complex staff assistance to the Deputy Internal Services Director-Finance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plan, develop, implement and manage the section's goals, objectives, and work plans; assign work activities, projects and programs; monitor work flow; with the input of section staff, review and evaluate work products, methods and procedures.
- Manage the development and administration of the section's budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate personnel using employee feedback; provide and coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from section employees on policies and procedures; implement discipline and termination procedures; ensure that the staff contributes to the City's mission and values.
- Foster and maintain a healthy and productive work environment for section staff and contribute to a positive working environment for the Department.
- Facilitate the provision of the highest level of quality customer service possible for section customers. Ensure that customers are provided the section's services in the most courteous and friendly manner possible.
- Review capital improvement plans related to the assigned services and provide input regarding future facilities maintenance and custodial activities.
- Oversee Facilities Maintenance Master Plan, including preventative maintenance and the forecasting of capital improvement expenditures and the coordination of tenant improvements and new construction with Capital Improvement design and construction managers.
- Develop, implement and maintain an Asset Management Plan.
- Manage a computerized work order system including prioritization of work orders for progress and timely completion.
- Assist in developing security and building alarm plans for City facilities; manage facility energy management and access control systems.
- Assist in the preparation and presentation of facility and/or custodial maintenance information to the City Manager and/or Mayor and Council as required.

- Develop energy management and sustainability strategies for facility and custodial operations; identify programs, methods, and best practices for energy efficient technologies and environmentally responsible operations; review cost/benefit analyses related to sustainable practices for facility and custodial programs and operations; serve on citywide energy management and sustainability task forces and committees.
- Maintain preventive maintenance activities in accordance with strategic plan; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials.
- Oversee the decision- making process with the appropriate supervisory staff when determining the course of action with significant building and/or custodial maintenance concerns.
- Develop and review specifications for the purchase of new equipment and supplies; work with the Procurement Section in evaluating all bids from vendors.
- Ensure the adherence to safe work practices and oversee the training, communication, and maintenance of the section’s Safety Program Manual.
- Establish and monitor complete, accurate and accountable control for tools, equipment, and supplies.
- Maintain a cooperative and collaborative relationship with other city departments and the labor / management representatives.
- Have a strong commitment to value diversity in the section and the City.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe’s competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2006

June 2010 (due to dept. consolidation and reorg: job title, reporting relationship, duties and MQs)

July 2017 (update reporting structure, MQs, essential functions and other duties as assigned)