



Facility Maintenance Manager

Class Code:
115

DEFINITION

Under direction from the Manager of Operations and Maintenance, plans, directs and manages facility maintenance and asset management program activities; through subordinate supervisors organizes, coordinates and supervises staff engaged in fleet management, property management, maintenance and repair of mechanical and electrical equipment and instrumentation, supervisory control and data acquisition (SCADA) equipment and programmable logic controllers (PLC's), small design projects for facility improvements, and landscape maintenance; prepares the program's annual budget, estimating staffing, materials and equipment needs and monitors and controls program expenditures after budget adoption; represents the District at water industry and professional association meetings; prepares a variety of technical and administrative reports related to the operation and maintenance of water production facilities; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Facility Maintenance Manager is a single-position mid-manager classification. Under limited direction within a framework of overall goals and objectives, the incumbent oversees District facility operations and maintenance activities and, through subordinate supervisors and staff, plans, schedules, supervises and reviews the work of professional, semi-skilled and skilled-trades employees performing facilities and fleet maintenance work. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment to achieve overall goals and objectives of areas of responsibility.

This classification is distinguished from other managers within the District by the specific responsibility for ensuring facility maintenance activities are carried out in such a way to meet employee and customer needs and water production requirements. This classification is distinguished from the Manager of Operations & Maintenance in that the latter is a department head with overall administrative responsibility for all operations and maintenance activities of the District and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommends and implements division goals and objectives; establishes performance standards, methods and priorities for facilities maintenance activities; develops and implements related policies and procedures.
- Manages, directs and organizes facility maintenance staff engaged in the maintenance of District buildings, other structures and grounds, fleet management, maintenance of electrical, mechanical equipment and instrumentation, hydro-electric and diesel-powered electric generation equipment, groundwater wells, pump stations, regulating stations, water treatment equipment, programmable logic controllers (PLC's), instrumentation, analyzers, SCADA and telecommunication equipment.

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- Evaluates maintenance activities and implements needed improvements; oversees ongoing monitoring, repair and preventive maintenance of District facilities and equipment.
- Manages the District's Enterprise Asset Management Program ensuring program utilization and continuous improvement.
- Interviews and hires new staff; prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares and reviews employee performance evaluations; develops, reviews and/or upgrades staff training programs to ensure acquisition of needed technical skills.
- Prepares the annual budget request for the division; estimates staffing, equipment and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Coordinates division activities with those of other departments, divisions and outside agencies and organizations.
- Prepares and presents staff reports and other necessary correspondence to community organizations, District staff, Board of directors and other interested/affected agencies or individuals as required to represent District activities.
- Represents the District at water industry and professional association meetings; stays informed about changing developments and technology in various fields including asset management, and fleet maintenance. Reviews, directs and participates in various studies and makes recommendations regarding property management, fleet management, and facility maintenance planning and optimization.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, environmental science, business, public administration or a related field and five (5) years of full time experience directing and coordinating building or facility maintenance, facility or project engineering, fleet management which includes at least two (2) years in a supervisory capacity.

Knowledge, Skills and Abilities:

Knowledge of: Equipment and vehicles used in the installation and repair of water mains and water system appurtenances; physical plant and equipment maintenance programs; methods, practices, materials and equipment used in the construction, installation, operation,

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maintenance and repair of water facilities and storage, conveyance and distribution systems; principles and practices used in the skilled installation, operation, and maintenance of a variety of mechanical and electrical equipment; operation and maintenance of SCADA control systems; software and practices of PLC programming; methods, materials, and equipment used in the operation and maintenance of a variety of mechanical and electrical equipment; building automation systems as applied to heating, ventilation and air conditioning operation and control; building and fire codes and regulations; office ergonomics; computer maintenance management systems (CMMS); pertinent local, State and federal laws, rules and regulations, principles, practices and methods for maintaining water treatment, distribution and storage facilities and equipment, and for the proper and legal handling and disposal of hazardous materials; use of computerized process control equipment and instrumentation; modern principles and practices of effective employee supervision and personnel management.

Skill and Ability to: plan, assign and coordinate a comprehensive facility maintenance program; interpret and explain policies and procedures to persons with varying educational backgrounds; analyze complex technical problems, evaluate alternatives and reach sound conclusions; develop and implement work standards, policies and procedures; plan, schedule, supervise and evaluate the work of subordinate staff; develop and implement effective staff training programs; understand and implement relevant laws, regulations, policies and procedures; effectively operate a computer and other standard office equipment; proficiently use computer software including word processing, spreadsheet and presentation programs; maintain detailed and accurate records; prepare clear and concise written reports; communicate effectively, both orally and in writing; identify workplace hazards and/or unsafe conditions and take appropriate corrective action; establish and maintain effective working relationships with those contacted in the course of the work; and perform essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential duties of this classification are primarily performed in an office environment and periodically in the field with potential exposure to loud noise, hazardous chemicals, fumes and other environmental substances and require the ability to: sit for extended periods of time in front of a computer screen; use a telephone and computer keyboard on a daily basis; use finger dexterity and hand strength to perform fine manipulation and simple grasping; speak to verbally exchange ideas and information; hear to receive verbal detailed information; intermittently twist to reach equipment or supplies surrounding desk; and to periodically use feet and hands to operate a vehicle and climb ladders and stairs to inspect facilities; and frequently lift, push, pull and carry objects weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 07/15

Approved: 
Human Resources/Risk Manager

