



Facilities Maintenance Manager

Class Code:
115

DEFINITION

Under administrative direction from the Director 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 maintenance and repair of mechanical and electrical equipment and instrumentation related to the operation and maintenance of water production, treatment, and distribution facilities, supervisory control and data acquisition (SCADA) equipment and programmable logic controllers (PLC's), security systems, small design projects for facility improvements, landscape maintenance, fleet management, property management, and Capital Improvement Project (CIP) management; coordinates procurement for equipment, materials, and service contracts; prepares a variety of technical and administrative reports related to the operation and maintenance of water production facilities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Facilities Maintenance Manager is a single-position mid-manager classification with responsibility for managing a division within the Operations & Maintenance Department. Under administrative direction, within a framework of overall goals and objectives, the incumbent is responsible for the direction and coordination of District facility operations and maintenance activities, planning, scheduling, supervising, and reviewing the work of professional, semi-skilled, and skilled trades employees performing facilities and fleet maintenance work through subordinate supervisors and staff. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.

This classification is distinguished from other managers within the District by the specific responsibility for ensuring facility maintenance activities are carried out consistent with internal and external customer needs and water production, treatment, and distribution requirements. This classification is distinguished from the Director 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 and repair activities; develops and implements related policies and procedures for areas of assigned responsibility.
- Manages, directs, and organizes facility maintenance staff engaged in the maintenance and repair of: groundwater wells, pumping equipment and pump stations, regulating stations, water treatment equipment, programmable logic controllers (PLC's), instrumentation, analyzers, SCADA, and telecommunication equipment; maintenance of electrical, mechanical equipment, and instrumentation, hydro-electric, and diesel-powered electric generation equipment; maintenance of District buildings, other structures, grounds, fleet management, and property management.

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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 utilization and continuous improvement.
- Performs facility assessment within the Asset Management Program.
- Manages engineering team responsible for maintenance support and CIP planning.
- Oversees and coordinates the work of contractors and consultants hired to provide services on a contractual basis for the Facilities Maintenance Division.
- Interviews and hires new staff; plans and evaluates the performance of supervisors and staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing development.
- Administers, manages, and 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 and approves purchase requisitions.
- Coordinates division activities with those of other departments, divisions, and outside agencies and organizations.
- Supports Engineering Department capital projects program by coordinating and allocating resources to engineering project managers; attends meetings, reviews plans/specs, and provides contractors with District staff to complete projects.
- 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:

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Possession of a Baccalaureate degree from an accredited college or university with a major in engineering, environmental science, business, public administration, or a related field; and six (6) years of progressively responsible experience directing and coordinating building or facility maintenance, facility or project engineering, or fleet management, including three (3) years of lead experience directing the work of others in the field and completion of at least 75% of the District's Leadership Skills Training Program. Supervisory experience strongly desired. One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

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, 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; RFP's, RFQ's and other procurement related documents; contract and project administration; building and fire codes and regulations; office ergonomics, computer maintenance management systems (CMMS); pertinent federal state, and local laws, rules, and regulations; principles, practices, and methods for maintaining water treatment, distribution, and storage facilities and equipment; proper and legal handling and disposal of hazardous materials; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

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; identify workplace hazards and/or unsafe conditions and take appropriate corrective action; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

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

-Must possess a Water Distribution Operator Grade 2 certification issued by the California Department of Water Resources.

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- Must obtain a Water Distribution Operator Grade 3 certification issued by the California Department of Water Resources within 18 months of appointment.

-Progression through the salary range will be predicated on the attainment of the required certifications and licensure listed here.

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, 02/21

Approved: _____

Human Resources/Risk Manager