
	POLICY - ADMIN 124.1 (2.1.59) JOB DESCRIPTION <i>Facilities Manager</i>		
	Approved By: 	Original Job Description Date: 04/29/2025	Revision Date:
Supersedes:		See Also:	

SUMMARY

This is a full time, non-exempt, supervisory position reporting to the Deputy Chief of Support Services.

The Facilities Manager shall be responsible to assure that the Department's capital assets receive the necessary care, repair, and maintenance to protect and extend the useful life and service of these assets.

This is a non-uniformed position represented by the International Association of Fire Fighters (IAFF) Local 1760.

SUPERVISORY RESPONSIBILITIES

- Oversees the daily workflow, scheduling, assignments, and performance of the Facilities division.
- Provides direct supervision, mentoring, and training to Facilities technicians.
- This position may be required to work overtime, nights, and weekends as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following:

- Oversee, plan, and perform the maintenance, repair, and modification of buildings, grounds, facilities, and equipment operated by the Department, as directed.
- Work with outside vendors as necessary to schedule appointments and perform maintenance or repairs. Assist in writing of scope of work for facilities bid processes as needed.
- Write purchase orders, manage invoices, and maintain inventory of building maintenance supplies and equipment.
- Ensure all facilities are ready for use and compliant with all safety standards.
- Schedule and accomplish maintenance and repair in a timely manner, utilizing facilities staff or other Department personnel, as needed.
- Maintain complete and explicit records of all maintenance, repairs, and assets using the system provided.
- Create bi-weekly facility update reports for Board of Commissioner meetings. Send daily reports for morning shift emails.
- Pick up and deliver supplies to complete projects and service requests.
- Assist DC of Support Services in monitoring and development of the annual budget for the Division.
- Provide guidance to Department personnel on proper operation of facilities and equipment to reduce breakdowns, undue wear, and premature mechanical failure.
- Other tasks as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, the employee must be proficient and excel in the following:

Knowledge, Skills and Abilities

- Understand and commit to fulfill all essential duties of the position in accordance with the Department mission.
- Prioritize and manage division responsibilities. Coordinate and fulfill multiple projects and priorities with minimal supervision.
- Read, write, and verbally communicate using the English language.
- Present clear and concise information to customers, contractors, clients, suppliers, and employees of the organization.
- Manage difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture.
- Build and maintain positive team relationships with employees, contractors, public officials and citizens. Respect the individual values of all departmental employees and members of the community.
- Attention to detail and able to see the bigger picture in accomplishing tasks.
- Modern office systems and technology including personal computers and related software. Proficiency in Microsoft Suite products, including Word, Excel, Outlook.
- Anticipate, analyze, diagnose, and problem-solve.
- Ability to work under stressful conditions with various personality types and expectations.
- Emphasize the concept of customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.
- Sound judgment and decision-making skills in accordance with division and Department needs.
- Knowledge and proficiency in all aspects of repair and maintenance of structural, HVAC, mechanical, electrical, plumbing and security systems.
- Operational knowledge of power equipment necessary to maintain department grounds and facilities.

Personal Attributes

Must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful, professional, approachable, and courteous
- Possess cultural awareness and sensitivity
- Be adaptable and flexible
- Possess sound work ethics
- Enjoy working continuously in a team setting.

Education and/or Experience

- High School Diploma or General Education Degree (GED) equivalent.
- Two years of recent work experience in any field related to facilities management or maintenance.
- Experience developing and implementing a comprehensive preventative maintenance program.
- At the Fire Chief's discretion, any equivalent combination of education, experience, and training that fulfills the required knowledge, skills, and abilities.
- Periodically attend classes or seminars to maintain and improve skills in assigned areas of responsibility.
- Complete required training for continuing education requirements to maintain or acquire certifications.

Required Certificates, Licenses, Registrations

- Upon employment, and while employed, must hold and continuously maintain a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State law.

Physical Demands & Work Environment

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position, with or without reasonable accommodation:

- Regularly required to stand, work from ladders or lifts, walk, use hands to handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, as well have the ability to speak and hear. The employee is frequently required to sit.
- Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near hazardous moving mechanical parts, near fumes, airborne particles and/or toxic or caustic chemicals or near risk of electrical shock and/or vibration.

The statements contained herein reflect general details to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.