

Intercity Transit
JOB TITLE: Facilities Manager

BAND	GRADE	SUBGRADE
C	4	5
DEPARTMENT: Maintenance	DIVISION: Facilities	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Maintenance Director	SUPERVISION EXERCISED OVER: Facilities Technician Facilities Specialist	PAY GRADE: C45
SUMMARY: Plans, organizes and manages the maintenance and repairs of all facilities, grounds, park and ride lots, bus shelters and bus stops in service area. Responsible for compliance with State, Federal and local environmental and facility safety programs. Develops short and long term facilities goals and work programs and prepares the facilities budget.		
DISTINGUISHING CHARACTERISTICS: Performs complex, professional facilities maintenance related activities. The position reports to the Director of Maintenance and supervises the support staff.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; training; ensuring employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations. Performs random quality assurance inspections.	Daily 10% (B2)
2.	Determines and allocates labor and equipment resources, and supervises all facility activities, repairs and maintenance on equipment, buildings, bus shelters and bus stops to assure work is performed efficiently and according to appropriate guidelines, procedures and regulations.	Daily 25% (C4)
3.	Utilizes computer programs and maintenance databases for tracking work requests, labor, materials and preventive maintenance schedules.	Daily 5% (A1)
4.	Ensures that Agency standards of safety and security are met by monitoring alarms, reviewing facility operations and equipment for adherence to Agency policies and local, State and Federal rules and regulations. Participates in Labor and Industries and Fire Department site inspections and reviews.	Daily 10% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Prepares and develops annual Facilities department and long range capital and operating budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Daily 10% (C4)
6.	Maintains and updates HAZCOM program; maintains Material Safety Data Sheets (MSDS) and chemical database of chemicals used by the Agency and reviews purchases of chemicals for environmental impact. Prepares and submits annual related reports as required with State and Federal policies.	Weekly 10% (B2)
7.	Executes contingency plans and adapts operations for unexpected weather conditions, equipment failures, and emergency situations. Responds to facility and emergency situations on a 24 hour/7 day a week basis.	Weekly 5% (C4)
8.	Provides project coordination and oversight including RFP development, evaluation of proposals and bids and proposals, project management and contract administration, coordinates with consultants, approves change orders and invoices, and monitors contractor compliance with Federal, State and local regulations.	Weekly 5% (C4)
9.	Manages, reviews and updates service contracts for landscaping, custodial services and janitorial services and supplies. Monitors contracts for compliance with requirements and ensures quality of services and products.	Monthly 10% (C4)
10.	Assists with the planning and review of existing and future transit facilities and sites to ensure a secure and safe environment for Agency employees and the public. Assists in the development, implementation, and facilitation of emergency response related programs and training for Agency staff. Facilitates relations and communication with other departmental staff, local jurisdictions and community businesses to ensure emergency management efforts and resources are maximized in the most cost effective manner.	Monthly 5% (C4)
11.	Manages, monitors and reports on environmental programs related to the Resources Conservation and Recovery Act (RCRA), Underground Storage Tank (UST) program, hazardous waste, pollution prevention, Industrial stormwater management and Clean Air Act to Federal, State, and Local agencies. Participates in environmental site inspections and audits. Provides technical assistance during spills and other related emergencies. Supports the Agency's waste minimization and recycling programs.	Quarterly 5% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
12.	Evaluates and procures new and/or replacement equipment as needed for efficient building operations and maintenance.	As Required
13.	Performs other duties of a similar nature or level	As Required
14.	Must meet regular time and attendance standards.	Always

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Supervisory principles and practices; • Environmental and safety regulations; • Facilities systems, equipment and tool operations; • Budgeting principles; • Project management principles; • Building codes and fire and safety codes; • Applicable Federal, State, and Local laws, rules, and regulations; • Applicable chemical properties.
<p>Skills (position requirements at entry):</p> <p>Skill in:</p> <ul style="list-style-type: none"> • Monitoring and evaluating subordinate staff; • Reviewing the purchase of chemicals for environmental impact; • Inspecting the work of contractors for adherence to specifications; • Preparing technical specifications and drawings for facilities projects; • Completing regulatory reports; • Maintaining records; • Writing Plans and Procedures; • Preparing reports; • Interpreting an extensive variety of technical instructions in mathematical or diagram form; • Operating applicable tools and equipment; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
<p>Training and Experience (position requirements at entry):</p> <p>Bachelor's Degree in Business Administration or a related field and seven years of increasingly responsible facilities maintenance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>

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Licensing Requirements (position requirements at entry):

- Washington Driver's License.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: reaching, stooping, kneeling, crouching, walking, pushing, pulling, lifting driving, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, work space restrictions, intense noises and travel. Indoor/outdoor work environment in adverse weather conditions including freezing weather and snow.

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR