

CITY OF HELENA



Position Title: CCAB Facilities Manager

Department: Community Facilities

Division: City/County Building

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The work performed by this position involves the planning, directing, managing and overseeing the activities and operation of the City-County Administration Building (CCAB), including preparation for and overseeing facility maintenance and renovation; to coordinate assigned activities with other City/County departments; and to provide highly responsible and complex administrative support to the Community Facilities Superintendent.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

City-County Administration Building Management Operation

The incumbent exercises management responsibility for all City-County Building services and activities including preparation for and overseeing facility maintenance and renovation, rental of offices space, tracking of parking permits, and the City-County central mail service. This position manages the development and implementation of City/County Building goals, objectives, policies, and priorities for each assigned service area.

Facility Maintenance Management Operation

This position provides design expertise in electronics, electrical, mechanical, and plumbing for ongoing building maintenance and equipment retrofits; oversee and coordinate the maintenance and operation of a boiler, ventilation system, and emergency generator. The incumbent ascertains present and future needs for the City-County Building's equipment, and programs; prepare long-term plans to meet these needs including the budgetary requirements. The position creates and maintains a preventative maintenance program for the City-County Building.

Personnel Management

This position is responsible to ensure City/County Building personnel are selected, trained, motivated, and evaluated. The position will provide or coordinate staff training; coach employees to correct deficiencies; and develop staff development programs. The incumbent will plan, direct, and coordinate the City-County Building Division's work plan; meet with staff to identify and resolve issues; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

Fiscal Management

This position will manage and participate in the development and administration of the City-County Administration Building Budget; forecast of additional funds needed for staffing, equipment, materials, and supplies; manage the monitoring of and approve expenditures; manage the preparation of and implement budgetary adjustments as necessary. The position will also prepare grant applications; administer and oversee the financial and physical implementation of awarded grants.

Internal and External Public Relations

The position will represent the City-County Administration Building to other city/county departments, elected officials, and outside agencies. The incumbent will coordinate department activities with those of other City/County departments and outside agencies and organizations; provide staff assistance to the

Community Facilities Superintendent; and prepare and present staff reports and other necessary correspondence. The position may attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the department. The position represents the CCAB's interests on or with various committees, boards, and groups as appointed, assigned and/or approved by Community Facilities Superintendent.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive community facilities program and activities of construction management, building management and a local access cable channel.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Principles, techniques, and practices of building operation management including electrical, ventilation, plumbing, and boiler systems.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Types of building construction, materials and methods and all stages of construction.
- Modern and complex principles and techniques of building construction and inspection work.
- Modern and complex principles of structural design and engineering mathematics.
- Accepted safety standards and methods of building construction for commercial and industrial buildings.
- Pertinent Federal, State, and local laws, codes, and regulations

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Apply technical knowledge and following proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for commercial and industrial buildings.
- Read and interpret complex building plans, specifications and building codes.
- Provide administrative and professional leadership and direction for the City-County Administration Building Division.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community based programs and building management services.
- Select, supervise, train, and evaluate staff.
- Interpret and apply pertinent federal state and local laws, codes and regulations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Identify and respond to community, City Manager, County Administrator, City Commission, and County Commission issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read, interpret, and understand technical data, blue prints, and drawings in the areas of building construction, maintenance and in the general building trades.
- Prepare and deliver effective oral presentations.

- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Utilize spreadsheet, word processing, financial management and database software applications programs.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 100 pounds; exposure to noise, outdoors, confining work space, explosive materials, mechanical hazards, and electrical hazards.

Safety

The position performs all functions in the safest possible manner and according to policies and procedures. The incumbent participates fully with safety trainings. The position reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position prefers a bachelor’s degree in business administration, construction management or related field from an accredited college and/or a Journey worker level in one of the following trades: carpentry, electrician, or plumber. The position requires four (4) years of increasingly responsible facilities or building maintenance management experience including three (3) years of supervisory or management experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Possession of, or ability to obtain, a Montana Low Pressure Boiler Operator's license

Supervision Received:

Supervised by the Community Facilities Superintendent

Supervision Exercised:

Exercises direct supervision over supervisory, maintenance, mailroom, technical, and clerical staff

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.