PERSONNEL COMMITTEE

13-0057R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF PROPERTY AND FACILITIES MANAGER, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of property and facilities manager, which were approved by the civil service board on January 16, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its supervisory unit employees; and that pay range for said classification shall be Range 1115-1130. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

Department Director

Approved for presentation to council:

Chief Administrative Officer

Approved as to form:

Attorney

Approved:

Auditor

HR MS:ao 1/17/2013

STATEMENT OF PURPOSE: The creation of this job description is part of a strategic alignment of operational activities surrounding the management and maintenance of city buildings and facilities. Currently, all facilities management is under the reporting structure of maintenance operations. The current structure and scope is too large to be effective and efficient.

In creating this position it will bring more focused oversight and management to city facilities and will better allow for more efficient facilities operations. This position will also have oversight and responsibility for some property management functions, to include real estate acquisition, disposition, and leasing. The pay range negotiated for the classification is Range 1115-1130, $5,654 to $7,294 per month.

Property and Facilities Manager

Summary/Purpose

Under general direction, the Property and Facilities Manager will plan, organize, direct, and coordinate property and facilities management activities for the City of Duluth. The Property and Facilities Manager will exercise independent discretion and judgment in managing the day to day operations within the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

1. Oversees and manages the day to day operations and ensures that City facilities are properly maintained and operating efficiently.
2. Identifies and implements energy efficiency initiatives and ensures building systems are operating efficiently.
3. Identify building system performance measures and maintains facilities operating reports.
4. Ensures that building security systems are maintained and functioning properly.
5. Identifies opportunities to implement advanced security systems to increase the level of facility security through controlled access.
6. Establishes guidelines for maintenance and construction projects, to include planning, approval, coordination and completion, and evaluation of work.
7. Ensures that building maintenance and construction projects are completed within established guidelines and applicable building codes.
8. Works with administration and other City leaders to maximize and efficiently use facility space, to include space planning, department moves, or system upgrades.
9. Present project information to administration, City Council, or other regulatory agencies as necessary.
10. Is responsible for contract negotiations and management within the facilities management division.
11. Identify and apply for grant funding and other funding sources for projects.
12. Compiles data for administrative analysis, prepares reports, and summarizes division data to make effective management decisions.
13. Ensures that City facilities meet ADA accessibility requirements
14. Ensuring that regulatory and code compliance is maintained.
15. Manages and coordinates property management activities, to include acquisition, disposition, and leasing of real estate. Performs land and title research activities.
16. Is responsible to oversee the procurement, allocation, vendor contracts, and department use associated with office equipment such as printers, copiers, and fax machines.
17. Maintain effective working relationships with other City departments and relevant external agencies.
18. Consults with other City staff as appropriate to ensure project are properly planned and executed efficiently. Oversees capital improvement projects and ensures projects are planned and implemented efficiently.
19. Prioritize, assign, and direct work and projects
20. Coordinate work schedules and approve or reject leave requests
21. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
22. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
23. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
24. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
25. Effectively recommend adjustments and other actions in employee grievances.
26. Delegate authority and responsibilities to others as needed.
27. Disseminate instructions and information to employees through verbal and written communications.
28. Is responsible to develop, monitor, and maintain division budget.

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

1. Education & Experience Requirements
   A. Bachelor's degree Business, Construction Management, Facilities Management, or closely related field.
   B. Five years of professional facilities and property management experience.
   C. Three years of leadership experience.

2. Knowledge Requirements
   A. Extensive knowledge of facilities and property management processes.
   B. Extensive knowledge of ADA guidelines related to facilities and property access and management.
   C. Extensive knowledge of building and energy efficiency and security strategies.
   D. Knowledge building maintenance standards and procedures.
   E. Extensive knowledge of budgeting methodology, budget management Techniques and capital improvement programming process.
   F. Knowledge of program analysis, planning, implementation, and evaluation principals and techniques.
   G. Knowledge of applicable collective bargaining agreements.
   H. Advanced understanding and knowledge of land and title research activities as well as real estate transactions

3. Skill Requirements
   A. Advanced communication and interpersonal skills.
   B. Advanced facility and long range planning skills.
   C. Advanced employee relations and conflict resolution skills
   D. Exceptional organizational skills.
   E. Attention to detail.

4. Abilities Requirements
   A. Ability to manage multiple facilities and building locations
   B. Ability to establish and adhere to safety standards.
   C. Ability to establish and maintain professional working relationships.
   D. Ability to identify individual training needs.
   E. Ability to identify and establish requisite employee training programs.
   F. Ability to use professional discretion and judgment.
   G. Ability to read and interpret blueprints
   H. Ability to make public presentations and effectively articulate ideas in a public forum.
   I. Ability to supervise staff and to effectively manager performance.
   J. Ability to handle disciplinary and/or grievance issues and concerns.

5. Physical Abilities Requirements
   A. Ability to make site visits and inspect project status during the construction process.
   B. Ability to use a computer.
   C. Ability to occasionally lift and carry up to 25 pounds.
   D. Ability to exchange information with other both verbally and in writing.
   E. Ability to prepare, analyze, and proofread data as well as to evaluate building and construction projects.
   F. Ability to attend work on a regular basis

Anlst:	Class:	Union:	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC: