

CITY OF BURBANK

FACILITIES MAINTENANCE MANAGER

DEFINITION

Under general direction, to plan, organize, direct, and control the maintenance, repair, renovation, and custodial services for City facilities; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, directs, and coordinates all facilities maintenance, repair, renovation, and custodial work; negotiates contracts with outside vendors; supervises the renovation and repair of public facilities by contractors; confers with other departments on facility matters and investigates complaints relating to the needs for custodial or facility maintenance services; maintains appropriate records and prepares project specifications and special reports; enforces safety standards; conducts tests on equipment and supplies; prepares the budget and formulates long range plans for custodial and facilities maintenance, repair, and renovation standards and procedures; supervises the custody and display of flags; manages contracts and projects involving facility maintenance, repair, and renovations; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the methods, materials, and equipment used in custodial and facility maintenance, repair, and renovation work; facility blueprints, codes, and specifications; current safety practices.
- Ability to - plan, schedule, and coordinate the work of a large facility, trades, and custodial staff; maintain records; prepare reports; prepare and administer a budget; evaluate the need for facility repairs including, but not limited to, heating and air conditioning repairs; direct the making of repairs; negotiate and manage contracts; communicate effectively, both verbally and in writing; supervise and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and five years of recent experience in custodial and facilities maintenance, repair, and renovation work, of which at least two years have been in a supervisory capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.