

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Division Manager Facilities**

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Asst. City Engineer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Admin. Sup. Spec, Crew**

**Established: 9/30/13**

**Worker, Gen Sup. Admin Support Asst 2, Fiscal Analyst,**

**Revision Dates: 4/16/25;**

**Crew Leader & Gen. Supervisor**

**10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for providing strategic direction for building maintenance, cleaning and security. Duties include advising department administration on various issues, setting short and long-term goals for facilities maintenance and equipment and coordinating resources to ensure efficient operations and project completion. Work is performed with the maximum degree of initiative and judgment.

### **SERIES LEVEL:**

The Division Manager Facilities is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises department staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Provides oversight of building maintenance and security operations and activities which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with Federal, State and Local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Conducts reviews of processes for compliance with code and contract requirements, development standards and other regulations and standards.

Manages activities associated with projects, from inception to completion; monitors progress to ensure timely completion of projects and inspects work during all phases of the project and upon completion to ensure compliance with applicable regulations, standards and specifications.

Develops and administers budgets within the Division, including capital improvement budgets; approves expenditures; reviews financial statements; manages financial operations.

Responds to requests for information from employees, outside agencies, the general public and/or other interested parties.

Manages small facility related construction projects <\$50K.

Manages the process of maintenance work performed by Contractors; including scoping of work, request for quotes, analysis and evaluation of quotes, requisitioning, performance of work tasks, and payables.

Responsible for the creation of specifications for most of the blanket contracts relative to maintenance activities and/or materials and supplies; such as HVAC, HVAC controls, Access Control, electrical, plumbing, pest control, elevator, generator, fire protection, fire suppression, custodial, pool chemicals, security services, electrical supplies, custodial supplies, preventative maintenance supplies, etc.

Responsible for the creation of specifications for the protective footwear and uniform rental contracts for all City Departments, excluding Fire and Police.

Manages the Division's work management software and associated storeroom module to provide good reporting of costs and work status to upper management.

Manages Division's Service Requests received through the Accela system into the work management system.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and responsibilities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Manages daily pool chemistry and maintenance of pool systems and equipment for 2 large public outdoor community pools, 2 public indoor pools, and a public splash park.

Manages the climate control of HVAC systems for the building that Facilities Management is directly responsible for. Manages the installation of new climate control systems, extension of existing systems, and the maintenance and repair/replacement of the existing systems.

Manages the access control system for all of the City buildings and facilities that are accessed controlled; including the installation of new systems, extension of existing systems, and maintenance and repair/replacement of existing systems.

To include setting and maintaining opening and closing hours of different buildings, setting and maintaining employee's level of access for buildings, specific internal doors, parking lots, etc.

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#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field and eight (8) years management experience, including supervisory and budget management or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; public administration principles and practices; budgeting principles; contract development, management principles; strategic planning principles; financial management principles; program development and administration principles and practices; project management principles and practices; construction principles and practices; negotiation principles; mathematical concepts; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; analyzing program issues and problems related to operations, services and management information to formulate project plans, present and obtain consensus on recommendations,

processes, goals and solutions; managing projects; performing mathematical calculations; implementing public relations; preparing and analyzing reports.

Skill in reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing administrative and operational requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; managing projects; conducting negotiations; handling multiple tasks simultaneously; managing contracts; managing and administering budgets; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.