



Classification Specification Title: Division Manager Facilities

Department	Public Works	Grade: GS.14E
Supervision Received	Deputy Director Citywide Services	FLSA Status: Exempt
Supervisory Responsibility	Manager Facilities Operations, Crew Chief, General Supervisor, Asset Management Systems Coordinator, Administrative Support Specialist, Administrative Support Assistant 2	Established: Sep 30, 2013 Revision: May 4, 2026

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 include 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.

Oversees minor facility construction projects with a budget under \$50,000.

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, and preventative maintenance supplies.

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.

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 access-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 employees' level of access for buildings, specific internal doors, and parking lots.

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.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

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

LICENSING AND CERTIFICATIONS:

Valid Driver's License

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 fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a 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.

SPECIAL REQUIREMENTS:

Safety Sensitive: NO ▾ Child Sensitive: NO ▾ Dept of Transportation (CDL): NO ▾

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.

Revision History: 4/16/25; 10/20/23; 1/11/23