



City of Madison

Job Description

Title Assistant Director of Facilities & Grounds

Department Facilities and Grounds

Exempt/Nonexempt E

Pay Grade 17

Reports to Director

New Position X

Position Change _____

Effective Date 09/11/23

Subordinate roles: Building and Grounds Supervisor, Facility Maintenance Personnel, and Complex Maintenance Personnel

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Assistant Director will help the Director to manage and supervise the maintenance, inspection, repair, cleaning, and improvement of City-owned office, recreational, and other buildings, as well as certain City grounds. This employee will help to manage and supervise skilled and semi-skilled workers performing maintenance and repair tasks in building trades including HVAC, electrical, carpentry, electronics, controls, and plumbing, as well as janitorial workers and contract personnel. The work involves performing inspections on City owned facilities and recreational buildings to ensure proper maintenance and repair. In addition, the work involves ensuring that certain City grounds are mowed, landscaped, and maintained, whether by City staff or contractors.

The work involves assisting the Director with the management and direction of crews performing maintenance and repair; identifying priorities and scheduling work orders; visiting job sites; coordinating with other Department Heads who supervise certain specialized facilities; advising subordinates; approving requisitions for parts; performing inspections on facilities; reviewing and providing recommendations for space planning; maintaining records and directing contractors. The employee is responsible for managing, organizing, assigning, and ensuring completed work is performed in conformance with established practice and policy. Additional guidance is provided through Federal, State, and local laws and ordinances, OSHA regulations, and Departmental and City policies and procedures. Work is evaluated through a work order system, performance appraisals and reports for accuracy, completeness, and adherence to policies and procedures. Supervision is exercised in coordination with the Director over Facility Maintenance Workers, Complex Maintenance Workers, and Contract Employees.

Essential Functions/Major Responsibilities:

- Manages work of skilled and semi-skilled workers performing maintenance and repair tasks in all the building trades such as HVAC, electrical, carpentry, electronics, fencing, and plumbing on City owned facilities; assigns work; inspects work; assists Director with coaching and counseling.
- Assists Director with management of “In-House” project process, which includes assessment of an overall facility and its design, mapping out potential redesign options, working with City Administration to select final designs and develop overall budget, assemble contractors, and oversee projects through successful completion.
- Makes recommendations regarding hiring, disciplinary actions, and terminations for employees under supervision of this position in the department.
- Recommends new construction and/or any changes in existing building structures. Works closely with various officials and department heads to ensure smooth operation and maintenance of all City facilities.
- Assists Director with management, coordination, and supervision of facility construction. May be required to create preliminary drawings for new construction and or remodeling projects for planning purposes. Work involves generating specifications and coordinating with staff to solicit contractor bids. Schedules construction work and tracks progress. Consults with users to evaluate desires versus allotted budget.
- Assists Director with management, coordination, and supervision of certain City grounds, including mowing, landscaping, litter management, debris removal, irrigation, pruning, and weed and pest control.
- Performs the duties of the Director when the Director is absent.
- Utilizes a computer and work order software system to manage, plan and schedule the work of crews; schedules work orders and preventative maintenance; identifies priorities to ensure maximum operation in buildings; makes decisions related to repair and cleaning.
- Visits job sites where maintenance and repair work is being performed; provides guidance, direction, and counsel to workers; reviews and approves completed work.
- Assists Director with management, coordination, and supervision of subcontracted work.
- Assists Director with budget preparation, development of recommendations to management, maintenance of list of City-owned assets, and management of City real estate portfolio.
- Participates in facility designs reviews and finish selection.
- Approves requests for requisitions related to parts for replacement; obtains competitive prices from contractors/vendors when needed; meets with contractors/vendors at work sites; obtains quotes; maintains accurate records of current numbers, costs, and other related expenditures.
- Assists Director with directing the work of contractors when needed; meets with contractors; explains needed services; oversees and inspects work performed.
- Performs inspections on City owned facilities and recreational building to ensure proper maintenance and repair.
- Assists with management of on-call duty for fires, burglar alarms, and other emergencies after hours; evacuates buildings; notifies proper authorities.

- Assists with management and organization of twenty-four hours (24), seven days a week operation for maintenance and repairs of city facilities and buildings.
- Assists with management of construction projects related to maintenance, repair, and installation of city facilities.
- Helps Director to purchase and negotiate contracts for furniture and other essential facility items in coordination with other City Department Heads.

Secondary Functions:

- Attends meetings of the City Council and other reviewing authorities when requested or in absence of the Director.
- Other duties as assigned.

Specific Job Skills:

Technical/Professional:

- Considerable knowledge of building electrical systems, such as codes, lighting, motors, motor controllers, distribution systems, fire alarms, and security systems.
- Considerable knowledge of building plumbing systems, such as codes, piping, fixtures, and sprinkler systems.
- Considerable knowledge of building HVAC systems, such as codes, cooling towers, boilers, pumps, air conditioning, ventilating, compressors, and heating.
- Considerable knowledge of carpentry, such as codes, materials, methods, and supplies.
- Considerable knowledge of electronics, such as codes, testing, and circuitry.
- Considerable knowledge of building mechanical systems, such as roofing, carpentry, flooring, hardware, and pumps.
- Considerable knowledge of and ability to implement best practices for mowing, landscaping, irrigation systems, and litter/debris removal.
- Considerable knowledge of proper methods for the disposal of hazardous waste in accordance with ADEM and EPA regulations.
- Considerable knowledge of NFPA, NEC and OSHA regulations.
- Related trade affiliations are a plus.
- Thorough knowledge of methods, materials, and equipment used in cleaning and caring for large buildings.
- Supervises and coordinates construction projects involving city buildings.
- Ability to review blueprints and make recommendations; develop cost estimates.
- Must be generally computer literate; must be able to use basic office software packages; must be able to utilize software to construct, modify and maintain spreadsheets (MS Excel); must be able to produce and modify documents in word processing software (MS Word); must be able produce slide shows in software applications for presentation needs (MS Power Point).
- Experience in supervision of subordinate employees preferred.

Managerial:

- Ability to inspect facilities and work being performed, identify problems, and suggest solutions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain accurate and complete records.
- Ability to use a computer with necessary software to manage a work order system, compile data, and produce reports.
- Skill at hiring, training, appraising, counseling, disciplining, and assignment of personnel.
- Skill at staff motivation.
- Skill at gathering and evaluating input for decision-making.
- Adept and diplomatic at managing relationships between subordinates and superiors (e.g., elected officials).
- Adept at managing relationships between subordinates and each other.
- Ability to manage scheduling, timekeeping, payroll functions at departmental level.
- Strong understanding of personnel policies and practices and ability to coach employees in these areas.
- Ability to manage scheduling and leave issues at the departmental level.

Job Scope:

- Decisions are made with reference to federal, state, and local law, as well as principles of good building science.
- Key player in preparation and implementation of plans, policies, and procedures for functioning facility Management in the City.
- Exercises creative initiative in identifying problems and needs, proposing, devising, and implementing (or supervising implementation of) solutions on a citywide basis, facility modifications, new construction and Green Building Initiative and Energy Conservation.
- Supervises Building and Grounds Supervisor and Maintenance and Complex Maintenance Personnel in the City buildings.

Interpersonal Contacts:

- All department employees (frequent, wide-ranging, complex).
- Department heads (frequent, related to facility).
- Elected and appointed officials (occasionally in absence of Director).
- Contractors (frequent, complex communications concerning code requirements to building issues).

Education and/or Experience:

- Associate degree in Facilities Management, Building Science, Engineering, or a related field from an accredited college; or a high school diploma or GED certificate issued by the appropriate state agency plus considerable related experience.
- A minimum of five years progressive experience overseeing construction and/or maintenance of multi-complex buildings and structures.

Job Conditions:

- Must maintain strong driving record for City insurance purposes.
- Normal office working conditions daily, as well as substantial field visits and work at job sites and exposure to dangerous conditions such as incomplete structures, noise, other project related hazards.
- Job may require occasional extended work hours and work on weekends.
- Working outside in varying weather conditions, including local natural disasters.
- Frequent interruptions and frequent evening meetings with short or no notice.
- Work exposes the employee to adverse weather conditions and hazards associated with traffic, electricity, chemicals, and fumes.
- Protective equipment is required such as gloves, safety glasses, safety shoes and a welding helmet.

Physical Capabilities:

- Work also requires some occasional heavy lifting and the ability to climb, stand, bend, and crawl while performing inspections and job site visits.
- Ability to communicate verbally and orally with the public.
- Ability to work on a computer for extended periods of time.
- Must be able to drive.
- Ability to travel.
- Stamina to work 12 – 14-hour days, 4 -5 times per month.

Mayor Approval, Date

Department Head Approval, Date