



Facilities Director

Reports to: Fire Chief

Department: Administration

Employment Status: Full-Time

FLSA Status: Exempt

Supervisory: None

General Purpose Statement

Under the general direction of Fire Chief, the Facilities Director is responsible for directing the routine and emergency maintenance of Authority fixed facility assets, including fire stations and housing properties owned by the Authority. Performs semi-skilled and skilled technical, repair and diagnosis using building automation and maintenance work on all Authority facilities. Scope of work includes electrical, plumbing, HVAC, carpentry, landscaping, and other building maintenance and equipment repair work. Performs inspections, diagnoses problems, and makes appropriate repairs or coordinates repairs with outside contractors. Promotes the Authority's mission and value statements. Takes an active role in improving overall organizational performance, especially as it relates to addressing opportunities for improvement in the areas of facility maintenance, facility fixed equipment, and facility grounds maintenance.

Essential Duties and Responsibilities

- Ensures Authority Facilities are maintained and safe through preventative maintenance and repair work on a variety of buildings, including multiple fire stations, the vehicle maintenance facility, the training center, and Authority housing units
- Assists station battalion chiefs, lieutenants, or Authority apartment ambassadors to provide organizational control over facility conditions to avoid and/or reduce the impact on the Authority's primary function. This coordination has the goal of early identification and control of maintenance issues to limit injuries and financial output
- Receives and evaluates repair requests from line and staff personnel to determine if repairs should be performed in-house or through a contracted repair vendor
- Solicits bids from vendors, negotiate pricing and timeframes, and secures contracts with the vendor
- Supervises contractors and outside vendors
- Schedules all maintenance inspections related to Authority facilities, systems, and equipment, including HVAC systems; building automation; electrical systems; power generators; exhaust systems; irrigation systems; bay door operations/systems; and building structures, including roofs, gutters, doors, drywall, flooring, landscaping, and painting
- Documents repair work and completion in Vector Solutions check-it ticketing program, including repair/parts costs, and renovation to completion to reporting parties
- Maintains detailed records on all facilities including repair records, preventative maintenance schedules, and cost of repair
- Coordinates and manages the operational activities, programs, functions, services, and budget for facilities including technical and cost/benefit justification
- Assists in the development of long-term capital plans for facility improvement, repairs, new facility needs, budgeting, and financial planning
- Performs snow removal to Authority Facilities as necessary or required



- Maintains a variety of hand and shop tools and equipment. Maintains a small inventory of commonly used repair parts in a clean and orderly location
- Participates in the design, coordination, and management of all District construction projects
- Performs other duties as assigned

Knowledge, Skills and Abilities

- Advanced knowledge of HVAC equipment, building automation systems, boiler operations, circulating pumps, compressors, steam generators, exhaust fans, condenser units, swamp coolers, water softeners, hot water heaters, and other related equipment
- Advanced knowledge of the principles and practices of facility maintenance and safety practices
- Knowledge of diagnostic equipment and computer monitoring and control systems
- Basic knowledge of federal, state and local codes on construction, installation, fire, safety, and sanitation.
- Knowledge of pertinent Federal, State and Local laws, codes and regulations
- Knowledge of Authority policy and standard operational procedures
- Read and interpret complex technical instructions and operating manuals
- Understand and work from schematics and blueprints
- Perform on-call duties as assigned
- Work successfully in a team environment
- Ability to communicate effectively with individuals of varying social and cultural backgrounds
- Ability to support and explain reasoning for decisions
- Ability to understand the business implications of decisions
- Ability to react calmly and thoughtfully under pressure
- Ability to take initiative and complete tasks without direction
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Skills to complete forms and paperwork, use email to communicate effectively and research technical issues
- Skill in the use of tools, equipment, and machinery necessary to perform various maintenance and repair tasks
- Skilled in report writing, driving, and use of computer, telephone, cell phone, two-way radio, copy machine, fax machine, and calculator

Minimum Qualifications:

- High school Diploma or equivalent supplemented by two years of vocational-technical school.
- Four (4) years' experience in the construction trades or related field, including two years' experience in each of the following: repair and maintenance of HVAC, mechanical, plumbing, or electrical systems; boilers, hydraulics, chillers, and generators; and automated building systems. Experience in an environment similar, or larger in operational scope and scale of that RFFRA. An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.
- Required to obtain International Facilities Management Association (IFMA) Facilities Manager Professional within three years of hire



Preferred Certifications

- Bachelor's degree in facilities maintenance, building construction, safety or industrial engineering, or a closely related field from an accredited college or university.

* If missing certifications, must obtain them within one year of hire.

The employee is required to maintain certifications the employee has at the time of hiring or obtains during employment with the Authority.

Equipment, Environment, Mental, and Physical Activities

- Driving: Must be able to operate vehicles/apparatus in the normal course of duties
- Office equipment: Copier, fax, calculator, printer, scanner, phone, cell phone
- Computer equipment: Personal computer, laptop computer, tablet, Microsoft Office, diagnostic software, and other software used in the profession and department
- Other Equipment: Ability to operate a power lift, forklift, sprayer, various testing equipment, welder, ladder, sewer line equipment, power tools, and hand tools
- Reasoning ability: Applies the principles of logic, scientific thinking, and mechanic judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables to collect data, establish facts, and draw valid conclusions
- Physical activities: Moderate physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting and carrying
- Lifting: Occasionally will lift/carry and push/pull up to 80 pounds. Ability to lift to 100 pounds with assistance
- Vision and hearing: Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, verbally communicate, and respond to verbal inquiries
- Exposure to environmental conditions: May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light. Exposure to chemicals including cleaners, solvents, paints, and other toxic agents. Work may be performed in precarious or tight spaces

Hours and Work Schedule

This is an exempt position that includes work during day, with occasional evening and weekend work.

NOTE: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristic. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at will of either the employee or the Authority, at any time, without notice, cause or any specific disciplinary procedures.

Employee Signature

Date