

CITY OF BEAVERTON

Property and Facilities Manager

General Summary

Plan, direct and coordinate the overall facilities management activities for City-owned and City-leased properties including lease management, preventive maintenance, renovations, repairs and construction. Work closely with other departments as well as with special districts and/or other public and private agencies regarding facility projects.

Key Distinguishing Duties

Overall responsibility for planning and directing the construction, alteration, and maintenance of properties that include those occupied by City staff, non-City tenants, and those used for temporary or special events. Hire staff, respond to grievances and oversee the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage the facilities maintenance section of the Building Development Services Department. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Business Development Services Department management team. Evaluate performance and program effectiveness to ensure compliance with federal, state, regional and local regulations. Recommend action for improvement as appropriate. Prepare requests for proposals, lease documents, and general conditions bid documents for contractors. Authorize payments to contractors, vendors and suppliers
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversees disciplinary process according to the collective bargaining agreement and City policy.
3. Negotiate, manage, and inspect work of contractors, vendors and consultants for scope and cost of services, staffing, equipment and work methods.. Review plans and final reports.
4. Maintain and oversee leases for City-owned and City-leased property, including negotiations and contract service administration.
5. Prepare, recommend and monitor budget. Provide explanation for variances.
6. Develop work plans, timelines and resource allocations for assigned projects. Monitor

progress to ensure objectives are met.

7. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
8. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Represent the Facilities Management Section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards. Investigate accidents and incident reports and take corrective action.
11. Produce acceptable quantity and quality of work that is completed within established timelines.
12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
14. Follow standards as outlined in the Employee Handbook.
15. Participate in the City's Emergency Management program including classes, training sessions and emergency events.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Advanced knowledge of safety policies and procedures related to facilities maintenance.
- ◆ Expert knowledge of practices, principles and techniques required to manage assigned program.
- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing facilities management.

- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of tools and equipment used for facilities management.
- ◆ Advanced knowledge of general construction practices.
- ◆ Working knowledge of civil engineering design and drafting theory and principles as they pertain to buildings and structures.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making. .
- ◆ Working knowledge of strategic planning methods with an emphasis on services.
- ◆ Basic understanding of land use application, site development permitting and inspection processes.
- ◆ Advanced knowledge of English grammar, spelling and usage.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required for Entry

- ◆ Expert ability to read maps, blueprints and equipment instruction manuals.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in project management business or public administration or related field and 6 years experience managing facility maintenance projects, including 3 years in a supervisory or management role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional lifting, moving and carrying of objects over 50 pounds; occasional crouching, crawling, bending, kneeling, climbing or balancing; occasional response to emergency conditions off-hours; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Created: March 29, 2010

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date