

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Facilities Maintenance Manager
<b>Job Code</b>	9003
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	111

### GENERAL POSITION SUMMARY

Oversee the maintenance and operations of city-owned buildings, facilities, and infrastructure. Maintenance includes machinery including heating and cooling systems, elevators, other building machinery as well as general facility maintenance. Oversee the Assistant Facilities Maintenance Manager in the operations and maintenance of the Convention Center and city-owned public restrooms. Supervises department employees including scheduling, training, and employee evaluations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Develop and implement comprehensive maintenance plans for all city-owned buildings, focusing on critical machinery such as heating, ventilation, and air conditioning (HVAC) systems, elevators, pumps, motors, and other building equipment.
- Conduct regular inspections of city facilities to assess the condition of machinery and equipment, identify maintenance needs and address issues proactively.
- Partner with external vendors and contractors for specialized equipment maintenance and repairs, including scheduling and oversight of service contracts.
- Coordinate maintenance activities with other departments and external stakeholders to minimize disruptions to city operations and services.
- Respond promptly to maintenance emergencies, troubleshooting equipment failures, and coordinating repairs to minimize downtime.
- Develop, implement, and maintain a comprehensive safety program for the facilities maintenance department, in accordance with applicable federal, state, and local regulations.
- Conduct safety audits and inspections of facilities and equipment, identifying potential hazards and implementing corrective actions to mitigate risks.
- Supervise and provide leadership to the Building and Grounds department, including providing training, and evaluating performance.
- Oversee the Assistant Facilities Maintenance Manager in the coordination of the Convention Center operation, and staff scheduling.

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- Foster a culture of safety, professionalism, and accountability among maintenance staff, promoting teamwork and collaboration to achieve departmental goals.
- Develop and manage the annual facilities maintenance budget, including forecasting expenses, prioritizing projects, and identifying cost-saving opportunities.
- Coordinate procurement of supplies, materials, and contracted services necessary for maintenance activities, ensuring cost-effective solutions without compromising quality or safety.
- Ensure compliance with relevant building codes, safety regulations, and industry standards for machinery, equipment, and building maintenance.
- Maintain accurate records of inspections, maintenance activities, and compliance documentation, providing documentation as needed for regulatory agencies and inspections.
- Perform additional duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A high school diploma (or GED equivalent) and additional training or up to one (1) year of job-related course work after high school
- At least five (5) years of related work experience
- Certification in facilities management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- Possession of a standard driver license

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- City policies and procedures.
- Federal, state, and local safety regulations governing facility maintenance and equipment operation.
- A working understanding of electrical systems, HVAC systems, carpentry, and various mechanical and architectural systems.

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- Ability to develop, manage, and monitor budgets for facilities maintenance activities and capital projects.
- Knowledge of heating, ventilation, and air conditioning (HVAC) systems, elevators, pumps, motors, and other building machinery.

**Skill in:**

- Ability to lead, mentor, and motivate a diverse team of maintenance professionals, including assigning tasks, providing feedback, and resolving conflicts.
- Strong analytical and problem-solving skills to diagnose equipment malfunctions, identify root causes, and implement effective solutions.
- Exceptional organizational skills to manage multiple priorities, prioritize tasks, and meet deadlines in a fast-paced environment.
- Ability to develop and manage budgets, forecast expenses, and track expenditures to ensure cost-effective maintenance operations.
- Excellent customer service skills to interact with internal stakeholders, external vendors, and the public in a professional and courteous manner.
- Utilizing computer software and technology tools relevant to facilities management.
- Superior time management skills are required to make sure all maintenance processes are managed on time.
- Exceptional analytical skills are needed to process different information and make informed decisions on things, such as equipment needs and budget concerns, among other things
- Flexibility and adaptability to respond to changing priorities, emergencies, and unexpected challenges in a dynamic work environment.

#### **WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	

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Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold ( <i>below 32 degrees</i> )			X
Extreme heat ( <i>above 100 degrees</i> )			X
Moving mechanical parts		X	
Risk of electrical shock		X	
Vibration		X	
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste			X
Loud noises ( <i>85+ decibels</i> )			X

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

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