



Code: 4546
Family: Facilities
Service: Operation and Construction
Group: Building Maintenance and Operation
Series: Miscellaneous Building Trades

CLASS TITLE: DIRECTOR OF FACILITIES MANAGEMENT

CHARACTERISTICS OF THE CLASS

Under direction, plans and manages property management and building repair and maintenance activities for a city department; and performs related duties as required

ESSENTIAL DUTIES

- Participates in planning meetings with city departments and contractors in order to prioritize approved repair and maintenance projects and to ensure work is performed and completed within established timelines
- Coordinates schedules and oversees the work of skilled trade crews and private vendors engaged in the repair and maintenance activities at designated facilities
- Monitors the work of personnel responsible for the restoration, relocation and installation of departmental facilities, offices and special exhibits
- Conducts site visits to inspect interior facilities and exterior property to ensure the general maintenance, safety and cleanliness of designated locations
- Serves as project manager during renovations and special events programming to ensure the proper set-up and breakdown of venues
- Reviews plans and drawings for renovations, new facilities or major repairs and approves change order requests for modifications to construction or renovation work
- Coordinates departmental moves to new locations, providing timelines for packing and serving as liaison with vendors responsible for storing furniture, equipment and materials, and installing and configuring telecommunications systems
- Assigns, monitors and supervises the work of subordinate staff, conducts performance evaluations and administers corrective or disciplinary action, as required
- Participates in the annual budget preparation process and reviews related expenditures of operating and capital improvement budgets to ensure spending remains within guidelines
- Develops specifications and manages contracts of private vendors ensuring provisions are met, payments are processed in a timely manner and problems are addressed
- Researches and recommends the purchase of special equipment and materials used in facility maintenance and repair projects
- Assesses emergency situations, coordinates the work of appropriate staff and remains on site to ensure building operations resume
- Participates in the development and implementation of emergency management policies and processes relative to building operations
- Compiles and prepares comprehensive status activity reports of pending and completed maintenance and repair projects

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Construction Management, Building Systems or a directly related field, plus four years of work experience in the administration of maintenance and repair services for physical facilities of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- May be exposed to outdoor weather conditions
- May be exposed to hazardous conditions (e.g., construction sites, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest)

PHYSICAL REQUIREMENTS

- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *building and property management methods, practices and procedures
- *applicable maintenance and repair methods, practices and procedures
- *scheduling and coordination of preventive, repair and maintenance activities

Considerable knowledge of:

- *inventory and record keeping methods, practices and procedures
- *applicable computer software packages and scheduling applications
- *supervisory and management methods, practices and procedures

Moderate knowledge of:

- *budget preparation and management methods
- *work operations for applicable skilled trades

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- MONITORING – Monitor and assess performance of one’s self, other individuals or organizations to make improvements or take corrective action
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- TIME MANAGEMENT - Manage one’s own time or the time of others
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2014