

**CLASS TITLE: Assistant Director of Buildings Management**

**CHARACTERISTICS OF THE CLASS:** Under general direction, plans, and directs the maintenance and repair of City-owned buildings and facilities, and performs related duties as required.

**EXAMPLES OF DUTIES:** Evaluates and recommends the need for the repair, maintenance and modification of City-owned and operated facilities; conducts periodic inspections of facilities and equipment to evaluate conditions and adequacy of services provided; develops and implements procedures and methods to promote an efficient and effective maintenance operation; assists in the selection and negotiation of contracted services for the maintenance and repair of equipment and facilities.

prepares the annual operating and capital replacement budgets; prepares the monthly expenditure report for budget office and approves all routine expenditures; performs feasibility studies and reports on energy costs, building automation and maintenance procedures; maintains records of equipment failure and recommends the acquisition of new equipment; recommends the selection, placement, promotion and discipline of personnel within the Bureau; monitors payroll expenditures and overtime costs; directs the operations of the City's Centrex Telephone system; acts as a liaison to City departments to establish guidelines and resolve building maintenance problems.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience. Five years of progressively responsible building management experience, including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of building management practices and procedures. Considerable knowledge of budget preparation.

Ability to plan, organize, and supervise the work of subordinate personnel.  
Ability to recommend and implement maintenance and repair procedures for effective building management.

Skill in oral and written communication.