



JOB DESCRIPTION

Title: **FACILITIES MANAGER**
Department: Parks & Recreation
Class Code: 7170
FLSA Status: Exempt
Effective Date: May 8, 2017 (Rev 011/2025)

GENERAL PURPOSE

Under the general supervision of the Parks & Recreation Director, is responsible for project management, maintenance and custodial operations of City owned facilities, supervising the work of maintenance and custodial staff, and facilitating the work of outside maintenance contractors doing work for the City.

ESSENTIAL DUTIES

Facilities Maintenance Duties

- Directly, or through subordinate supervisors, oversees, manages, directs, and organizes staff and contractors performing building and facility maintenance activities.
- Establishes facility maintenance work priorities, schedules, activities, and coordinates building maintenance projects; evaluates work progress, methods, procedures, and provides regular updates to affected departments.
- Creates and maintains the process in which departments make requests for building maintenance work to be done, assigns work to various maintenance personnel, and follows up to ensure work is done correctly and in a timely manner.
- Prepares annual facility maintenance budget to include regularly scheduled maintenance, as well as special projects; regularly monitors expenditures and reviews invoices.
- Recommends and coordinates the activities of outside contractors to ensure proper performance and completion of contracted maintenance services; creates list of contractors and maintains relationships with maintenance providers.
- Orders necessary materials and equipment to assure appropriate inventory of custodial supplies, paper products, lighting and hardware products, and other maintenance supplies.
- Coordinates with the Risk Manager routine safety inspections of City buildings and implements recommendations from property insurance audits.
- Performs related duties as required.

Project Management Duties

- Assists in developing and managing comprehensive project plans including scope, budget, timeline, resources, and deliverables for capital improvement projects, facility renovations, and special projects.

- Assists project teams as the City liaison through all phases of project lifecycle including initiation, design and planning, execution, monitoring, and closure while ensuring alignment with City objectives and standards.
- Creates and maintains project documentation including project timelines, permitting, status reports, change orders, and closeout documents.
- Facilitates project meetings, coordinates with stakeholders across City departments, and provides regular updates to leadership on project status, risks, and milestones.
- Manages project budgets, including developing cost estimates, tracking expenditures, processing invoices, and implementing cost control measures.
- Ensures compliance with municipal regulations, building codes, and procurement policies throughout project execution.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school plus six (6) years of facility or building maintenance or custodial experience, two (2) of which in a supervisory capacity, or any equivalent combination of education and/or experience.

Special Requirements

- Must have a valid Utah Driver License.
- Must be generally available and respond to emergency “call-outs” at any time of day, year-round, regardless of weather conditions.

Necessary Knowledge, Skills and Abilities

- Knowledge of general facility maintenance, repairs, cleaning techniques, products, and procedures for the City facilities; knowledge of construction management principles and practices.
- Thorough knowledge of proper safety techniques, and procedures according to City policy.
- General knowledge of HVAC, plumbing, electrical systems, and building construction.
- Advanced skills in budget management and cost control; experience with public sector procurement processes and regulations.
- Supervisory skills for training staff and administering City policy.
- Skill in the operation of a variety of hand tools and equipment commonly used in City facilities.
- Ability to follow written and verbal instructions; ability to communicate, both verbally and in writing; ability to work with co-workers and the public.
- Strong analytical and problem-solving skills; advanced organizational and time management abilities.
- Demonstrated ability to manage multiple complex projects simultaneously.
- Team and leadership abilities to include assertiveness, organization, empathy, enthusiasm, decisiveness, planning, confidence; accountability, effective delegation, perseverance, and credibility; excellence in stakeholder management and cross-functional team leadership.

TOOLS & EQUIPMENT USED

- Use of tools and equipment that are common in the maintenance and general repair of buildings, and those used for custodial procedures and services.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand; walk; talk or hear; and use hands to manipulate, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.
- The employee must regularly lift and/or move more than 25 pounds, and on occasion must be able to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works on roof, in precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____