

## CITY OF IOWA CITY - Job Description

Job Class 27-26

FLSA Exempt  
Civil Service

### Identification

**Position Title:** Assistant Facilities Manager  
**Department:** Parks & Recreation  
**Division:** Government Buildings  
**Supervisor:** Facilities Manager

### Job Summary

Assists with organizing, directing and supervising the operational, financial and personnel activities involved in the maintenance and development of City buildings. Tracks and analyzes city facility energy use data and implements building projects and programs which increase facility energy efficiency.

### Job Scope

Directly or indirectly supervises divisional staff. Assists in the development of the budget and makes recommendations for purchases, capital items or additional resources during the annual budget process. Monitors expenditures during the year. Responsible for leading City energy efficiency efforts and tracking energy use at all City facilities. Coordinates and monitors energy-related facility projects and assists Facilities Manager with other facility improvement projects.

### Essential Job Duties and Responsibilities

**Assists** in supervising custodial staff and operations at Recreation Centers, Senior Center and City Hall.

**Participates** in the interview, selection and evaluation of custodial and maintenance staff for the division.

**Assists** in estimating and coordinating labor, equipment and materials for building and maintenance projects.

**Investigates** misconduct and **recommends** action to be taken.

**Fills out** incident reports for on-the-job incidents/injuries as they occur.

**Implements** building projects and programs which increase facility energy efficiency including construction inspection, analysis and investigation of facility projects.

**Plans, assigns** and **reviews** the work of staff in the construction, maintenance and custodian duties of Government Building operations.

**Reviews** and **approves** staff time entry in time and attendance system.

**Monitors** equipment conditions, **coordinates** repair activities and **implements** operational changes to increase energy efficiency.

**Assists** with oversight and scheduling of various contracts and contracted work within the division and **serves** as department liaison to assigned construction projects.

**Assists** in planning of new facilities, including plans related to design layout, equipment and energy and water use

**Responds** to facility needs and emergency work such as project issues, heating/cooling, plumbing, electrical, swimming pool and splash pad sanitation, emergency alarms and weather events

**Assists** in the development of division budget requests and energy efficiency and sustainability goals.

**Monitors** budget expenditures.

**Orders** and **coordinates** the payment of various supplies within budget.

**Accesses** appropriate computer software, including word processing, spreadsheets, email and calendar, Niagara, BAS software, and energy data tracking software.

**Utilizes** computer software including Microsoft Word, Excel, Outlook, MUNIS and Kronos to create documents, reports and correspondence; **manages** workflow approvals and **manages** division time entry and payroll.

**Listens** and **responds** to complaints, suggestions and ideas from the general public regarding division activities.

**Assists** with overseeing inter-division/department coordination.

**Serves** as acting Facilities Manager when assigned.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** all other related duties as assigned.

### **Physical and Environmental Conditions**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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 regularly required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration.

The noise level in the work environment is usually loud.

### **Minimum Education, Experience and Certification**

Associate degree from an educational institution accredited by a DOE recognized accreditation body or a high school degree or equivalent and five years of progressively responsible experience in facility maintenance, facility management, architecture studies, construction management, mechanical engineering required. Or equivalent combination of education and experience. Certified Pool Operators certification required within 6 months of hire. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Bachelor's degree in construction management, facility management, energy/environmental management or similar from an educational institution accredited by a DOE recognized accreditation body preferred. Certifications or license in the areas of HVAC, energy management, building construction, plumbing, electrical and swimming pool maintenance preferred.

### **Knowledge, Skills, and Abilities**

Knowledge of facility maintenance, HVAC, and the administration of principles, techniques, and methods of providing public facilities. Knowledge of greenhouse gas reduction and environmental initiatives relating to facility design and operations. Knowledge of spreadsheet and/or energy tracking software. Skills in effective oral and written communication. Skills in planning, implementation, and technical knowledge of facility management and maintaining positive public relations. Ability to collect and evaluate numerical data. Ability to create and explain reports. Ability to make analytical decisions based on department policy statements. Ability to read and understand technical materials, reports and journals. Ability to use a computer.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*