

**Open to the Public  
As of June 6, 2017**

**Facilities Manager**

The vibrant City of Lancaster, PA is seeking an experienced, customer-service focused professional to serve as its new Facility Manager for public buildings in the Department of Public Works and contribute to creating the ideal urban experience for its residents and visitors. The Facility Manager will assist the Director in planning, organizing, directing, and leading the activities and staff of the Public Buildings Bureau, overseeing over a dozen public buildings for the City.

**Primary Function**

Directs the operations and maintenance activities of all public buildings for the City's Department of Public Works.

**Training and Experience**

- Bachelor of Science Degree in Mechanical or Electrical Engineering or related field, or combination of a degree and equivalent experience is required.
- At least five (5) years progressively responsible experience with emphasis in facilities operation and maintenance, two (2) years of which have been in a supervisory capacity is required.

**Licenses and Certificates**

- Possession of a current valid drivers' license issued by the Commonwealth of PA is required.

**Comments**

- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- The demonstrated ability to be innovative, creative and to build strong relationships with staff, community stakeholders, regional agencies and the public is essential.

**Salary: \$58,459.66- \$70,179.66, dependent upon qualifications**

**Full-Time; Excellent City benefit package**

***Applications will be accepted until the position is filled.***

The City Job Application and full job description are available at [www.cityoflanasterpa.com/city-job-listings](http://www.cityoflanasterpa.com/city-job-listings)

**The City of Lancaster is an Equal Opportunity Employer**

# City of Lancaster Job Description



Job Title: <b>Manager, Facilities</b>	Job Code: <b>2121 (Munis)</b>
Department: <b>Public Works</b>	FLSA: <b>Exempt</b>
Job Grade: <b>1016 Non-Bargaining</b>	Effective Date: <b>1/2017</b>
Reports To: <b>Director of Public Works</b>	Revision Dates: <b>6/2008; 7/2016; 1/2017</b>

## Primary Function

Directs the operations and maintenance activities of all public buildings for the City's Department of Public Works.

## Principal Duties & Responsibilities

- Plans, organizes, directs, supervises and coordinates all aspects of the maintenance and operations of City-owned buildings.
- Ensures the orientation and training of supervisory and the building trades maintenance staff.
- Staffs the building trades for the bureau as appropriate; hires new staff according to City procedures, budget constraints and staffing requirements and ensures the proper orientation and training of staff.
- Develops annual goals and objectives for supervisors and staff; assists in the attainment of those goals and monitors work performance through annual evaluations; administers coaching and disciplinary action as appropriate for all staff within the bureau.
- Prepares and submits the Facilities budget requests; administers the annual budget.
- Develops and implements long range plans, standards and procedures for the proper on-going and preventative maintenance programs and security for city-owned buildings.
- Develops and administers energy conservation and asbestos management programs.
- Develops and maintains files, blueprints, plans, specifications, contracts, bids and other pertinent information relative to building construction, maintenance and operations.
- Prepares plans and specifications for competitive bidding of maintenance work, capital projects and the purchase of equipment.
- Determines when outside contractors are required; administer and certifies all contracts.
- Supervises and inspects all work performed by outside contractors and verifies that the contract terms have been fulfilled.
- Participates in the process of developing architectural and mechanical plans for renovations and new construction.
- Prepares documentation and coordinates approvals and permits required by various agencies as dictated by the type of project involved.
- Monitors all maintenance and utility costs, develops programs for cost control, and prepares recommendations and cost estimates for budget purposes.

## Position Qualifications

### Knowledge, Skills and Abilities

- Knowledge of practices related to facilities operations.
- Thorough knowledge of principals, methods, materials and equipment common to public building operations is required.
- Knowledge of building codes, field operations, practices, methods and the application of sound engineering concepts and theories is required.
- Some experience in administering construction contracts administration and dispute settlement is required.
- Knowledge of basic concepts, principals and practices of civil, mechanical or electrical engineering, or construction and design for buildings is required.
- Proven ability to use IBM PC compatible computer equipment to access, retrieve or input information using CADD, Windows, Word, Excel and data base software or other standardized software common to the work unit is required.
- Proven skill in the review of designs, plans or actual site structures to determine compliance with acceptable standards is required.



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- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

### **Education, Training and Experience**

- Bachelor of Science Degree in Mechanical or Electrical Engineering or related field, or combination of a degree and equivalent experience is required.
- At least five (5) years progressively responsible experience with emphasis in facilities operation and maintenance, two (2) years of which have been in a supervisory capacity is required.

### **Licenses and Certifications**

- Possession of a current valid drivers' license issued by the Commonwealth of PA is required.

### **Environmental Conditions**

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperature.
- Exposure to noise and pollution.

### **Safety Equipment Used or Needed**

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

### **Comments**

- Requires lifting up to 50 lbs.
- Requires standing outdoors for long periods.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.