

**Town of Natick
Job Description**

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| Position Title: | Director of Facilities Management | Grade Level: | 5 |
| Department | Facilities Management | FLSA Status | Exempt |
| Reports to: | Deputy Town Administrator for Operations | | |

Statement of Duties: The Director of Facilities Management develops and oversees programs to ensure proper maintenance of and safety in all public buildings; such programs shall be cost effective, promote efficiency and be designed to protect the longevity of these community assets.

Supervision Required: Works under the day-to-day supervision of the Deputy Town Administrator for Operations with overall management provided by the Town Administrator and the Superintendent of Schools.

Supervisory Responsibility: Responsible for supervising all departmental personnel, including administrative supervision of contractors. Directs the work of and supervises maintenance and custodial personnel.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

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.

The noise level in the work environment is usually loud in field settings, and moderately quiet in an office setting.

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When outdoors at the job site, the job will involve working around heavy machinery (loaders, backhoes) and noisy equipment. The employee may be subject to inclement weather situations including high heat, extreme cold, heavy winds, and rains and long hours. The employee may be subject to fumes and odors.

Nature and Purpose of Contacts: Position interacts with coworkers, public and external contacts. More often ordinary courtesy, tact, and diplomacy may be required to resolve complaints or uncooperative individuals.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Carries out policies of the Board of Selectmen and the School Committee as directed by the Deputy Town Administrator for Operations, Town Administrator and the Superintendent of Schools.
- Develops and maintains a multi-year capital improvement plan and maintenance program for all town buildings; oversees execution of approved projects and implements a system to prioritize maintenance projects.
- Oversees all municipal and school construction projects, including any approved new school or repair projects approved by the MSBA. Will attend evening meetings related to any general government or school construction projects and keep Town Administrator and Superintendent apprised of status.
- Oversees properties owned by the Town but leased to private entities; manages the disposition of such properties whether by lease or sale under the direction of the Deputy Town Administrator for Operations and Town Administrator.
- Assumes responsibility for the comprehensive overall planning and scheduling and monitoring of maintenance and repair requirements of the town's buildings.

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- Establishes appropriate preventive maintenance plan and schedule, security systems and procedures, and custodial requirements for each building and installation.
- Develops data regarding building maintenance costs, energy utilization, and more to facilitate informed budgeting and decision making regarding operations
- Directs the maintenance of all buildings as to cleanliness and safety
- Tours buildings and meets regularly with senior custodian and principal or building manager to ensure service level is adequate
- Ensures that standards consistent with all applicable laws are maintained at a minimum; establishes environmental compliance programs for asbestos abatement, radon control, lead paint control, elevator inspections, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations
- Working with the Town's Procurement Officer, determines and establishes detailed bid and quote specifications pertaining to purchase of supplies, materials, equipment, and contract work; oversees the acquisition, storage and issuance of all custodian and maintenance materials, supplies and equipment
- Responsible for the purchase, utilization and control of all forms of energy used in town buildings; energy purchases for General Government buildings shall be done in conjunction with the Director of Public Works. School energy purchases shall be done in conjunction with the Director of Finance. Collaborative energy purchases are encouraged where practical
- Stays informed of the latest trends, developments and products in the areas of maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate
- Reviews on a regular basis all physical security precautions and procedures, and recommends additions and changes in service as appropriate
- Prepares and administers the approved budget for facility maintenance, safety and security including supplies, equipment and personnel.
- Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before

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authorizing final payments; ensures that all contract work is procured in accordance with state law and Town procurement policies.

- Oversees the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodian and maintenance personnel according to terms of the collective bargaining agreement and subject to the approval of the Town Administrator or Superintendent of Schools, as appropriate.
- Assists with preparation for collective bargaining, makes recommendations for collective bargaining agreement modifications; administers provisions of collective bargaining agreement
- Evaluates the Maintenance Manager.
- Organizes and implements an orientation program on proper operation and maintenance of building facilities for custodial and maintenance personnel; develops and conducts a continuing program of staff training and personnel development as appropriate for departmental activities and staff needs.in conjunction with the Maintenance Manager. · Oversees vacation schedules for custodial and maintenance personnel
- Oversees all aspects of maintenance and operations of HVAC and other applicable building systems in conjunction with the maintenance manager
- Conducts a comprehensive and detailed cost analysis program of facility expenditures as a basis governing annual forecast of expenditures.
- Performs miscellaneous managerial and technical duties as requested or required.
- Attends Facility Management Oversight Committee, Board of Selectmen, Finance Committee and School Committee meetings and other meetings as required or requested.
- Independently travels to various work related locations

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Over ten (10) years' experience in facilities management (at least five (5) of which shall be supervisory experience).

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- A Bachelor's degree from an accredited college or university in engineering, business, or a related field, or equivalent job experience.
- Certified Facility Administrator (CFA) and Mass. Certified Public Purchasing Official (MCPPO) desirable.
- Supplemental courses, training and/or education in a related field are highly desirable.
- Must possess a valid Class D State Driver's License.
- The employee must be able to use a phone; personal computer including word processing, spreadsheets, and database software, email, internet; copy machine; fax machine; calculator.

Knowledge, Abilities and Skill

Knowledge:

- Public procurement laws and regulations.
- Construction and design services contract administration procedures (Experience with MSBA building process is a plus).
- Price trends and grades of quality of materials and equipment.
- Methods, materials and tools/equipment used in the care and maintenance of buildings.
- Hazards and safety precautions common to facility maintenance/repair activities.
- Local government practices and procedures.
- Report writing and preparation.
- Preparation and management of a departmental budget.
- Office automation software including electronic spreadsheets.

Abilities:

- Manage and direct the activities of large-scale building construction projects.

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- Identify short and long range building needs, prioritize projects through development of current year capital budget and 5+ year capital plan; modify work plan in response to changing priorities or emergencies
- Plan, organize, direct and supervise the work of department personnel; provide training to advance employee skills and ensure familiarity with emerging trends and changing regulations.
- Identify issues, analyze problems, engage appropriate stakeholders, develop alternative solutions, resolve conflicts, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply civil engineering and building construction best practices, requirements and specifications.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and effectively, both orally and in writing.
- Identify opportunities for collaboration with other municipal departments and others to help solve problems and implement cost-effective solutions.

Skill:

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Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

- While performing the duties of this job, the employee is required to sit, talk, hear, and visually observe.
- The employee is required to have mobility in order to move about the office; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms on the floor or on ladder.

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- The employee must occasionally lift and/or move up to 50 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to adjust focus, and the ability to distinguish colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.