



# Assistant Facilities Manager

Class Code:

Bargaining Unit: Exempt

CITY OF APPLETON  
Effective Date:

## SALARY RANGE

Hourly  
Annually

## NATURE OF WORK:

Under the supervision of the Facilities Manager, the Assistant Facilities Manager supports the Facilities Management Division in planning, organizing, and coordinating facility services and building operations for City of Appleton facilities. Through the application of facilities management and project management practices, the Assistant Facilities Manager manages day-to-day facility services, assuring objectives and performance measures are met.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

- Assists with planning, organizing, coordinating, and assigning facility services and building maintenance.
- Plans and schedules day-to-day maintenance activities, assigning tasks to maintenance staff or contractors.
- Monitors facility services and maintenance activities to assure quality customer service and performance expectations are met.
- Responsible for all facility contracted services including but not limited to janitorial services, fire protection services, HVAC maintenance services, elevator services, and overhead door services.
- Manages all facility services contracts through monitoring contracts, coordinating services, evaluating performance, and controlling costs.
- Assists Facilities Manager with building maintenance programs.
- Oversees assigned construction and maintenance projects.
- Assists project management staff on facility capital improvement projects.
- Continuously monitors and evaluates utility usage for City facilities.

- Manages asset management program to assure accurate and efficient computerized maintenance management system, asset records, preventive maintenance, and work order processes.
- Assists Facilities Manager in development and implementation of facilities budget and project budgets.
- Assists Facilities Manager with staffing activities including but not limited to trainings and performance monitoring.
- Assist in business administration activities including payroll, invoices, and budgets.
- Participates in the development and implementation of objectives, goals, policies, and building maintenance priorities.
- Creates reports and provides information to Management staff and maintenance staff for capital budgets and maintenance activities.
- Provide supervision to seasonal or intern staff as required.
- In the absence of the Facilities Manager, required to provide direct supervision of maintenance staff and facilitate day-to-day facility demands.
- In the absence of the Administrative Services Coordinator, required to facilitate essential functions including but not limited to payroll, procurement processes, assembling agendas and minutes for public meetings.
- Responds to emergencies and critical incidents involving maintenance support 24/7.
- Required to be on-call during evenings, weekends, or holidays.

#### **OTHER JOB FUNCTIONS**

## **REQUIREMENTS OF WORK:**

Bachelor's degree in architecture, engineering, project management, construction or related field and a minimum four years of facility maintenance experience or any equivalent combination of education, experience and training which provides the following knowledge, abilities, and skills:

- Proficient in CMMS and CAD software applications.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Understanding of building systems (electrical, HVAC, plumbing, etc.).
- Understanding of project management processes.
- Interpret building drawings and specifications.
- Ability to gather, interpret, and prepare a variety of documents including technical reports, drawings, specifications, manuals.
- Provide exceptional customer service to both internal and external customers.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Strong attention to detail.
- Above average organizational, administrative, and problem-solving skills.
- Ability to perform supervisory duties of contractors and maintenance staff.
- Ability to understand and carry out complex oral and/or written instructions.

- Ability to communicate effectively both orally and in writing.
- Committed to continuous improvement and dedication to making everything better.
- Self-directed to achieve goals, objectives, and tasks in a timely manner.
- Adaptable in an ambiguous and dynamically changing environment.
- Strong sense of urgency and ability to complete duties quickly.
- Ability to make sound decisions and to exercise good judgment.
- Dependable to follow through tasks.
- Ability to work well under pressure in a demanding environment.
- Ability to work effectively with minimal supervision and conform to deadlines.
- Possess and maintain a valid Wisconsin driver's license.

#### **DESIRED QUALIFICATIONS**

- Knowledgeable in OSHA standards, building codes, regulations, and standards.
- IFMA credential (FMP, CFM, SFP) or other Facilities Management related credential.

## **SUPPLEMENTAL INFORMATION:**

#### **COMPETENCIES**

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

## **JOB TASK ANALYSIS:**