

3.17 **FACILITIES & EQUIPMENT MANAGER Adopted 03-17-16**

A. Nature and Scope of Work

The Facilities & Equipment Manager maintains all Fire District facilities, grounds and associated equipment to ensure effective and efficient operations within the District

B. Duties and Responsibilities

The Facilities & Equipment Manager has the responsibility for the upkeep of all Fire District grounds/facilities and related equipment.

1. Conducts an ongoing program of general maintenance, upkeep, and repair.
2. Examines buildings on a regular basis for needed repairs, maintenance, and cleanliness.
3. Establishes and recommends, in cooperation with administration, priorities on repair projects and estimates the cost of these projects.
4. Plans and oversees all maintenance and repair work on all District facilities and related equipment and develops an efficient system for dealing with emergency repair problems.
5. Performs maintenance and emergency repairs as required.
6. Orders materials and supplies, makes recommendations of supplies and equipment for purchase, and maintains necessary inventories.
7. Consults with supervisor regarding the establishment of a regular preventative maintenance program.
8. Performs/assists in the removal of snow and ice from building walkways and steps;
9. May perform general lawn/landscaping duties including but not limited to: mowing, tree trimming, landscape maintenance and improvements.
10. Assists in remodeling and renovation work.
11. Cleans and maintains all major facility equipment (where applicable). • Is responsible for maintaining (or directing to maintain) facility heating, ventilating and air conditioning systems

12. Supervises and/or participates in necessary painting and general repairs to plumbing, electrical, carpentry, windows, and general mechanical areas.
13. Acts as Project Coordinator/general contractor for all large building maintenance/improvement projects.
14. Project management to include developing and issuing RFP's for large projects, the formal bid process, contract preparation and contractor compliance meeting all applicable rules and regulations; meets with professional engineers, architects and contractors for pre-design information relating to capital improvements and the rehab and modernization of all Fire District facilities and grounds.
15. Administers a computerized preventative maintenance and mobile work order management system; acts on work orders, reviews completed work orders.
16. Reads and interprets blueprints and building plans where applicable.
17. Prepares oral and written technical and statistical reports.
18. Inspects work by external contract staff and contractors/vendors, both in progress and upon completion (where applicable).
19. Assists with the development of and provides updates for procedures and guidance pertaining to maintenance and grounds and capital improvement project management.
20. Performs additional duties as required by the Fire Chief.
21. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. Required Knowledge, Ability and Skills

1. High School Diploma or G.E.D.
2. Must be familiar and have knowledge in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry, general facility/small equipment maintenance.
3. Must be familiar and have knowledge with the current methods, tools and equipment used to perform maintenance and repairs.
4. Must have the ability to perform preventive maintenance, minor and/or major repairs to buildings and equipment.

5. Must have the ability to make accurate estimates of repair times.
6. Must be able to work independently and understand and carry out verbal and written instructions.
7. Must be familiar with and have knowledge in basic computer use skills and have familiarity with computer software programs such as Microsoft Word, Excel and Firehouse Software.
8. Must have the ability to maintain proper record keeping and preparing basic reports when requested.
9. Must have the ability to perform moderate to heavy physical labor for extended periods of time.
10. Must have the ability to respond promptly to call backs off hours including weekends and holidays.
11. Must have the ability to establish and maintain effective working relationships with others in the course of work.
12. Must have knowledge of District policies, procedures, rules and regulations.