

CITY OF MARLBOROUGH
DEPARTMENT OF PUBLIC WORKS
ASSISTANT COMMISSIONER OF FACILITIES

POSITION PURPOSE

The Assistant Commissioner of Facilities develops and oversees programs to ensure the proper planning, implementation, and supervising of timely and appropriate capital improvement and maintenance of all City and School buildings in the context of promoting efficiency and longevity of these community assets.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

- Directs and manages the operations of the Public Facilities Division including administrative, supervisory, and technical work related to operations, maintenance, repair, and capital improvement of all public buildings.
- Plans, develops, and manages the Public Facilities operating budget
- Plans, develops, and manages a multi-year capital improvement plan and budget; oversees execution of approved projects and implements a priority system.
- Ensures the prioritization and scheduling of all work relative to public buildings and facilities from program planning through timely project completion; oversees all aspects of the maintenance and construction of public buildings and properties; ascertains that the finished product meets and performs as designed. Plans, directs, and supervises the cleanliness, orderliness, maintenance, and repair of public buildings.
- Performs inspections of all areas of buildings and sites, for the purpose of suggested improvements or notification of deficiencies.
- Reviews and inspects various construction projects for compliance with approved plans and specifications; monitors and manages large building construction projects.
- Ensures projects satisfy, as necessary, the latest requirements for energy management, energy reduction, sustainability, and works closely with the Conservation/Sustainability Officer with Green Community initiatives.
- Establishes priorities and work schedules for staff in accordance with the organization's goals; provides training opportunities for staff.
- Works with the Chief Procurement Officer to ensure timely completion of projects and smooth department operations; and that all contracted services meet the City's needs in a timely and cost-effective manner.
- Ensures that proper public procurement is followed under state bidding laws including Chapter 30B, Chapter 30-39M and Chapter 149. This includes preparing estimates, specifications and bid documents for all projects, as well as conducting pre-bid conferences.
- Answers questions and furnishes information to the public and to city employees concerning various building projects, rules, and regulations; receives complaints and responds to complaints appropriately including taking initiative to see that problems in certain situations are resolved.
- Makes appropriate recommendations to city staff as necessary to improve building operations; assists city officials, boards, commissions and agencies providing required information.
- Performs varied and responsible functions requiring comprehensive knowledge of the building trades, building systems, and building automation, such as utilities [fire protection, lighting, plumbing, elevator systems], mechanical, electrical, plumbing, generators, and HVAC. Exercises

independent judgment in responding to inquiries, in dealing with the public, and in administering building maintenance functions.

- Authorizes department vouchers for the payment of bills; maintains detailed and accurate department budget accounts and related records for various capital projects.
- Authorizes department payroll and related records.
- Composes routine correspondence, memoranda, and public notices.
- Ensures the accuracy of department files and materials.
- Conducts independent research and prepares detailed, technical reports as required.
- Develops and maintains a computerized maintenance and management system (CMMS).
- Monitors and applies as necessary for all grant opportunities relative to construction, maintenance, and preservation of public buildings including MHC and MSBA programs.
- Oversees compliance with all worker safety regulations including OSHA, AHERA, and all other relevant laws and regulations.
- Performs other related duties as assigned or as situation dictates.

SUPERVISION

Performs complex and highly responsible duties requiring a very high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; incumbent is required to work independently in formulating decisions regarding policies, procedures, operations and plans.

Supervision Received: Works under the day-to-day supervision of and reports to the Commissioner of Public Works. Building needs and priorities may be communicated from time to time by the Mayor and the Superintendent of Schools. Establishes a work plan and priorities using established guidelines and procedures; only unusual cases are referred to the Commissioner. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions.

Supervision Given: Employee exercises department level supervision over departmental personnel. This includes management, coordination, and execution of the day to day operations, maintenance and repair of all building and site systems. In addition, the employee is responsible for overseeing the performance of various persons who may work for the City on a contractual basis including architects, engineers, and persons working on various trade work (carpenters, electricians, plumbers, etc.).

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

Employee has access to confidential personnel records pertaining to this department and its employees as well as other information pertaining to the construction of public building projects which may include legal and litigation files.

JOB ENVIRONMENT

Work is performed under typical office conditions, with regular interruptions from the public and other city employees. In addition, the employee may be required to work outdoors under inclement weather conditions and may be exposed to toxic or caustic chemicals, fumes or airborne particles, explosives, radiation, and other hazards commonly found at construction sites. Employee must also be available to attend evening meetings after normal business hours. Employee is on call at all times, including nights, weekends and holidays and may be called upon to respond to after-hours emergencies such as fire, flooding, severe weather, including snow and ice removal, power outages and other situations as needed.

Errors could result in delay and confusion in the provision of service, personal injury, and damage to buildings/property, legal repercussions, monetary loss, and negative public relations for the city.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience: Bachelor's Degree in Engineering, Business Administration or related field or any equivalent combination of education, training and experience which provides the required knowledge, skill, and ability to perform the essential functions of the job.

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

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Thorough working knowledge of building construction techniques and practices. Working knowledge of city government. Working knowledge of various construction trades; appropriate building construction code regulations including ADA and AAB requirements; working knowledge of state procurement laws with application to public construction projects including the designer selection process. Working knowledge of building systems such as HVAC, utilities, life safety, security alarms, and waste disposal. Working knowledge of energy management and energy conservation projects.

Ability: Ability to manage and direct the activities of large-scale building construction projects. Ability to meet and deal with the public effectively and appropriately. Ability to handle problems and emergencies effectively. Ability to give and follow written and oral instructions. Ability to communicate clearly, both orally and in writing, including making public presentations. Ability to operate a computer. Ability to maintain confidential information. Ability to maintain, manage and organize complex records.

Ability to deal appropriately with city employees, city officials, and building tradespersons, architects, and engineers. Ability to make basic arithmetical computations and tabulations in a timely and accurate manner. Ability to meet construction and maintenance deadlines.

Skill: Operates computer and general office equipment, including a calculator, copier, fax machine, e-mail, measuring equipment, hand tools, light trucks, power tools, and telephone. Must be familiar with building automation systems and web-based work order programs. Superior customer service and communication skills. Excellent organizational skills. Excellent data processing skill in the use of personal computers and pertinent office software including word processing and spreadsheet applications. Keeps records current regarding status of mechanical systems, inspections, and equipment data. Create and follow a preventive maintenance plan for all city equipment and facilities.

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.

Minimal physical effort generally required in performing duties under typical office conditions. Employee may be frequently exposed to outdoor weather conditions including extreme cold, hot temperatures, loud noises and vibrations from large construction equipment or systems. Position requires the ability to access construction work sites including the ability to climb significant heights and depths. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to stand, stoop, crouch, kneel, crawl, balance, climb, sit, talk, push, pull and hear. Normal vision requirements. Employee is occasionally required to lift up to 75 pounds.