

Facility Manager

Employee Classification: Full-Time - Exempt
Work Schedule: 40+ Hours/week
\$60,000 – \$70,000 Annually



DESCRIPTION:

Directs facilities maintenance activities of buildings including building maintenance, custodial services, and pavements and grounds maintenance and assumes overall responsibility for directing technical trades' services including electrical, electronic, and HVAC/Utility maintenance activities.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

Plans, organizes and directs facility services such as building maintenance and infrastructure, custodial services, and pavement and grounds work, and technical systems maintenance services such as electrical, electronic, and HVAC/Utility services; establishes efficiency standards and conducts inspections of work sites.

Prepares preventive, standard and emergency maintenance procedures; studies and evaluates new maintenance procedures, techniques and equipment.

Inspects and monitors work areas, examines tools and equipment, and provides employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.

Responds to a wide variety of requests for service, tenant complaints, and emergencies. Confers with tenants to determine maintenance and repair activities of tenant occupied spaces.

Performs and coordinates snow and ice removal from Airport Authority facilities, sidewalks and parking lots as needed.

Maintains and repairs parking lot control/revenue equipment. Collects and maintains parking statistics.

Ensures exit door security on all departing commercial flights.

Assists with monitoring and maintenance of the security cameras.

Obtains estimates/recommends supplies, materials, equipment and labor necessary to complete work assignments and prepares appropriate reports on supplies, materials, equipment and labor used on each project.

Operates and maintains a variety of machinery, equipment, tools, and mechanical systems.

Prepares and maintains asset management plan.

Prepares operating budget proposal of area of maintenance and custodian responsibilities; maintains operating budget. Maintains adequate inventory of paper products and toiletries.

Directs, schedules and supervises assigned staff. Coordinates with maintenance technicians on assignments.

Performs administrative functions which may include participating in the selection of staff, preparing and delivering personnel performance evaluations, recommendations for disciplinary action, provides training to subordinate employees.

Assists in the implementation of all security procedures implemented by Department of Homeland Security and Federal Aviation Administration.

Assists in ensuring that Airport Authority operates in full compliance with environmental regulations and laws as directed by the US Environmental Protection Agency.

Assists in ensuring that Airport Authority operates in full compliance with federal, state, and local laws and regulations.

Assists in the implementation of the policies adopted by the Airport Authority Board.

Attends all Board meetings.

Be on call after hours as assigned and as required.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Demonstrate working knowledge of the US Environmental Protection Agency (EPA) laws and regulations.

Electrical, plumbing, heating and air conditioning systems, carpentry methods and techniques and operational characteristics.

Techniques for estimating job requirements in terms of manpower, time, materials and equipment; supervising and scheduling work assignments of assigned personnel.

Operational characteristics of a variety of tools, equipment, and mechanical systems.

Procedures and standards involved in various maintenance and construction activities.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise, train, and evaluate assigned personnel.

Operate a variety of machinery, equipment and tools relevant to tasks performed.

Perform skilled maintenance, construction and repair work in the area of work assigned.

Read and interpret maps and blueprints.

Perform work under adverse weather conditions.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Establish and maintain effective working relationships with co-workers, tenants, and the general public.

Communicate clearly and concisely, both orally and in writing; Prepares, presents, and maintains clear and concise reports.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of performing maintenance duties comparable to those of an Airport Authority maintenance technician at the Central Nebraska Regional Airport.

Two (2) years of supervisory capacity experience.

Training:

Equivalent to an Associate's Degree from an accredited vocational or technical college or a Bachelor's degree from an accredited four-year college or university with specialization in maintenance and repair or a related field. Bachelor's degree preferred but will consider with an Associate's Degree Equivalent. In addition, related work history or military experience may qualify an individual in Lieu of Education.

Software:

Microsoft Office which includes Word, Excel, PowerPoint, and Outlook. HVAC Software.

LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED:

Possession of, or ability to obtain and maintain, an appropriate, valid driver's license.

Complete the driver's safety course.

Complete a background security and criminal history investigations as required by Department of Homeland Security regulations.

CDL-B License preferred but not mandatory.

OTHER:

Annual completion of the airside driver's safety and training test.

Successfully complete an initial, and continued, Security Threat Assessment and criminal history investigation, as required by the Department of Homeland Security regulations.

Employment is contingent upon unrestricted authorization to work in the United States and ability to provide documentation establishing identity.

Pass initial and random drug screens.

PHYSICAL REQUIREMENTS:

Activities:

Sitting: Occasional
Standing: Frequent
Walking: Frequent
Reaching: Frequent
Climbing stairs/ladders: Frequent
Bending: Frequent
Squatting: Frequent
Kneeling: Frequent
Twist/Turn: Frequent
Simple Grasping: Frequent
Fine Manipulation: Frequent
Handling: Frequent

Lifting:

Waist Level 60#
Chair to Floor 60#
Above Shoulder 40#
Push/Pull: 100#

Carry:

Right 60# Occasional
Left 60# Occasional

Use of Feet:
Foot Controls
Right Occasional
Left Occasional

Ability to demonstrate manual dexterity sufficient to operate computer terminal, and other common office equipment.

Must have use of arms and legs

Ability to properly wear all safety equipment.

Must be able to recognize and distinguish colors.

Ability to work in both outdoor and indoor environmental conditions, confined spaces, and with moving

mechanical parts.

Exposure to heat/cold, fumes, dust, noise, water, oil and grease.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Executive Director.

Exercises Supervision over assigned personnel: Custodian and Facility Worker.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.