



City of Humble
Employment Opportunity
Facilities Manager
BLDG-20220929-FM

DATE POSTED: September 29, 2022

JOB TITLE: Facilities Manager

JOB CLASS: Full Time

REPORTS TO: Director of Public Works

WORK HOURS: 7:00 AM – 4:00 PM M-F

**May be required to work weekends
and overtime as needed**

OPEN: Until Filled

FLSA STATUS: Non Exempt

DEPARTMENT: Public Works

LOCATION: 102 Granberry

ESSENTIAL*: Yes

Position Summary: Under general supervision of the Director of Public Works, This position is responsible for all aspects of City facilities including but not limited to, new construction, remodels, structure, paint, windows, doors, HVAC, plumbing hydraulics, electrical, janitorial, managing and documenting the regular preventive maintenance and general upkeep of the facilities. Provides reports and obtains quotes as needed. Understand contract requirements in overseeing the City facilities.

Duties and Responsibilities:

- Perform, facilitate and document all preventive maintenance services, as well as repair and emergency repair services including the solicitation of bids, contract preparation and oversight, and provide overall project management.
- Diagnose facility issues for repair or communication to subcontractor including electrical and HVAC system
- Supervises and reviews work completed by Building Maintenance employees for quality and compliance with project design and specifications
- Oversees and reviews work completed by subcontractors for compliance with project design and specifications
- Reviews contracts of subcontractors to ensure they meet City standards and work requirements and recommends contracts for approval.
- Prepare and submit records of work performed both manual and computer based as required
- Record all parts and supplies used on equipment
- Ensure safety policies and procedures are followed in the facility
- Keeps a clean and safe working environment
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Must be willing and able to work varied shifts, weekends and holidays as needed/assigned
- Required to maintain familiarity with statutes of and regulation pertaining to trade
- Must possess knowledge of electrical, plumbing, mechanical, HVAC and related building trades
- Must have functional understanding of the design, operation and maintenance of commercial office buildings as well as the facility and equipment required
- Must be proficient in the use of facility diagnostic equipment and troubleshooting techniques
- Must be proficient in standard procurement, bidding and contracting practices, policies and procedures
- Familiarity with City policies and procedures
- Excellent organizational skills
- Strong attention to detail
- Excellent written and verbal communication skills

Minimum Requirements:

- High School diploma required/two year technical degree desired
- Minimum of five years progressive facility maintenance experience

- Must be able to pass a background investigation, physical and drug screen
- Must possess a valid Texas Driver License

Essential Position:

This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order of the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

Physical Demands/Working Conditions:

- Must be able to exercise good judgment; make competent decisions, handle multiple projects; meet deadlines; and work well under time constraints, pressure and stress.
- Must be able to perform the essential functions of the job, must be able to talk, read, see, walk and hear; operate tools and maintenance equipment; follow oral and written directives; perform strenuous physical activities to include shoveling, crawling, bending, kneeling and climbing on and off equipment.
- Must also have good hand/foot/eye coordination to operate equipment; able to lift up to 25 lbs. of equipment several times a day; work indoor, outdoors, in confined spaces, on ladders and under noisy conditions; and work in inclement weather conditions such as rain, sleet, snow, heat, sun exposure and chemicals
- Must be able to maintain an effective and pleasant working relationship with coworkers, supervisors and general public at all times.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

Resumes are not accepted in lieu of an application. Applications may be downloaded at the City of Humble website at www.cityofhumbletx.gov/job-posting-and-job-applications . Once the application is completed it should be emailed to careers@cityofhumble.net. Please be sure to include the Job Number in the Subject line on all emails.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.