



St. Bernard Parish, Louisiana

Classification Specification

FACILITIES MANAGER I

Purpose of Classification:

The purpose of this classification is to perform duties related to planning, managing, reviewing and evaluating of St. Bernard Parish Government (SBPG) facilities, infrastructure, and assets; manages equipment, facility maintenance and security activities for the department, including supervising assigned staff, and planning, organizing and directing the construction, maintenance and repair of buildings, systems, and facilities. This classification is also responsible for assuring that the SBPG facilities are clean, safe, secure, and aesthetically pleasing.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have proper resources needed to complete assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex /problem situations the revision of procedure manuals as appropriate.

Manages facilities maintenance, renovations, rentals, programs, and special events.

Schedules and assigns labor to other staff: Trains employees how to complete functions quickly and correctly

Evaluates needs and/or problems to the building and remedying situations as they arise

Understands and follows OSHA safety guidelines, state laws, and regulations pertaining to safety as well as FDA rules and regulations

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required; supplemented by two years of experience in building or facilities maintenance to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license; CPR and First Aid certification; completed OSHA and MDSA training

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Ability to operate or use various equipment and supplies in order to complete work assignments: operate a motor vehicle; operate a personal computer to enter, retrieve, review or modify

data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operate general office or other equipment as necessary to complete essential functions.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, smoke, humidity, rain, temperature and noise extremes, hazardous materials, heights, confined spaces, machinery, electric currents, bright/dim lights, disease/bodily fluids, and traffic hazards.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.