

**Selectmen
Department of Public Works
Position: Facilities Manager**

DEFINITION

Supervisory, administrative and technical work planning, directing and managing operations of designated facilities.

ESSENTIAL FUNCTIONS

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

- Plans, directs, budgets and manages activities and operations of the department; coordinates, directs and inspects all public works projects
- Supervises department personnel and oversees trainings, staffing, scheduling, labor relations, utilization of equipment
- Develops and recommends departmental policies, projects and procedures
- Prepares bid specifications for projects, services, materials and equipment; oversees the competitive bidding process to ensure compliance with applicable statutes; oversees the administration and completion of all department contracted services
- Manages department finances and is responsible for all expenditures; develops short range and long range spending plans for capital improvements and routine maintenance and operations of the department; presents the annual budget to the Board, Finance Committee, Capital Programs Committee and Town Meeting, for approval; may provide assistance to other departments in developing capital improvement programs
- Reviews major engineering, design and construction projects; oversees contracted consulting and engineering services and provides technical assistance to other departments
- Develops, prepares applies for and administers grants
- Responds to requires for information and complaints from citizens related to department projects, plans and programs
- Performs other similar or related work as required, or as situation dictates.

SUPERVISION RECEIVED

Under general direction of the DPW Director the employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. The employee is expected to supervise full time staff, part-time and seasonal employees. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor(s).

SUPERVISION EXERCISED

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees

ACCOUNTABILITY

Duties include primary responsibility for a major functional section of the organization for technical processes, service delivery, and contribution to organizational plans and objectives and fiscal responsibility for the section including buildings, equipment and staffing utilization. Consequences of errors missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions. Poor judgment could have a continuing adverse effect.

JUDGMENT

Guidelines only provide limited guidance for performing the work 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. 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 incumbent is recognized as the department or 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 managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties

EDUCATION AND EXPERIENCE

The position requires a minimum of two years of management experience with eight years of progressively responsible public service in the field of public works, public safety and marine services.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of facilities, public safety and law enforcement operations, marine operations, equipment and vessels and direct experience with overseeing public construction projects, both land and water related infrastructure. Working knowledge of building and construction trades. Valid motor vehicle operator's license.

Abilities: Must have excellent customer service skills with the demonstrated ability to work with a diversity of public officials, committees and citizens; ability to deal with disgruntled members of the public in a tactful manner. ability to manage multiple tasks in an accurate manner; ability to read and interpret construction plans, diagrams and blue prints; ability to establish effective working relationships with employees and contractors doing business with the agency.

Skill: Good written and oral communication skills.

WORK ENVIRONMENT

Administrative work is conducted in typical office setting. When in field, working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Incumbent may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. Work is also in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50

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lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills

Duties are equally mental and physical,2/4/2019 and the job may require minimal motor skills for activities such as using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require reading plans and documents for general understanding and analytical purposes.