

## **PROPERTY & FACILITIES MANAGER**

### **SUMMARY/PURPOSE**

Under general direction, the Property & Facilities Manager will plan, organize, direct, and coordinate property, park maintenance, and facilities management activities for the City of Duluth. The Property & Facilities Manager will exercise independent discretion and judgment in managing the day-to-day operations within these divisions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Oversee and manage the day-to-day operations and ensure that City facilities, properties, and parks are properly maintained and operating efficiently.
2. Identify and implement energy efficiency initiatives, ensure building systems are operating efficiently, and plan, organize, and direct the City's Sustainability Programs.
3. Identify building system performance measures and maintain facilities operating reports.
4. Ensure that building security systems are maintained and function properly.
5. Identify opportunities to implement advanced security systems to increase the level of facility security through controlled access.
6. Establish guidelines for facility and parks maintenance and construction projects, to include planning, approval, coordination and completion, and evaluation of work.
7. Develop and manage a comprehensive construction project management system and direct the effective implementation of all parks and facility projects on City property.
8. Ensure that all building and parks maintenance activities and construction projects are completed within established guidelines and applicable codes and permitting requirements.
9. Work with administration and other City leaders to maximize and efficiently use facility space, to include space planning, department moves, or system upgrades.
10. Present project information to administration, City Council, or other regulatory agencies as necessary.
11. Responsible for contract negotiations and management within the Facilities Management Division and the Park Maintenance Division.
12. Identify and apply for grant funding and other funding sources for projects.
13. Compile data for administrative analysis, prepare reports, and summarize division data to make effective management decisions.
14. Ensure that City facilities and parks meet ADA accessibility requirements.
15. Ensure that regulatory and code compliance are maintained.
16. Manage and coordinate all City real estate and property management activities, including but not limited to the operation, use, acquisition, disposition, and leasing of real estate and facilities. Perform land and title research activities, negotiate real estate agreements, establish and administer operational policy and procedures, and negotiate and administer for the use of City property and facilities by community members, groups, organizations and businesses.
17. Manage and coordinate City forestry activities, gardening, trail maintenance, and athletic field management.
18. Develop and manage a comprehensive parks maintenance plan and evaluation matrix, and effectively communicate progress, challenges, and revisions to City Administration, Parks Commission, City Council and community partners.
19. Oversee the procurement, allocation, vendor contracts, and department use associated with office equipment such as printers, copiers, and fax machines.
20. Oversee contract administration with outside agencies or contractors, including design work, preparation of plans and specifications and construction projects.
21. Serve as the downtown Skywalk System Administrator, and coordinate activities and use of the City Skywalk passageways, negotiate and manage easements, enforce City Skywalk ordinances, maintain City Skywalk bridges and passageways, and represent the City to downtown building owners within the Skywalk system.

22. Maintain an asset management system inclusive of the entire City facility and property portfolio; and use data from this system to inform and shape the City's Capital Improvement Program. Develop short and long-term capital plans and present capital investment strategies to Administration and the City Council.
23. Maintain effective working relationships with other City departments and relevant external agencies.
24. Consult with other City staff as appropriate to ensure projects, property, sustainability, and maintenance activities are properly planned and executed efficiently. Oversee capital improvement projects and ensure projects are planned and implemented efficiently.
25. Develop, monitor, and maintain budgets for Facilities and Park Maintenance Divisions.
26. Prioritize, assign, and direct work and projects.
27. Manage employee performance, provide training, coaching, and mentoring for employees.
28. Provide clear, sufficient, and timely direction and information to employees about plans, expectations, tasks, and activities.
29. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
30. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, reward, discipline, suspension, or discharge of assigned personnel.
31. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
32. Establish and maintain positive working relationships with employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
33. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
34. Other related duties as assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Bachelor's Degree in Business, Construction Management, Facilities Management, or closely-related field and five (5) years of professional facilities and property management experience, including three (3) years of leadership experience; or
  - B. Seven (7) years of experience which demonstrates possession of the knowledge, skills, and abilities listed below including three (3) years of leadership experience.
2. Knowledge Requirements
  - A. Extensive knowledge of facilities and property management processes.
  - B. Extensive knowledge of parks and grounds maintenance processes.
  - C. Extensive knowledge of ADA guidelines related to facilities, parks, trails, and other property access and management issues.
  - D. Extensive knowledge of building and energy efficiency and security strategies.
  - E. Knowledge of building maintenance standards and procedures.
  - F. Knowledge of parks maintenance standards and procedures.
  - G. Extensive knowledge of budgeting methodology, budget management techniques, and capital improvement programming process.
  - H. Knowledge of program analysis, planning, implementation, and evaluation principles and techniques.
  - I. Knowledge of applicable collective bargaining agreements.
  - J. Advanced understanding and knowledge of land and title research activities as well as real estate transactions.

3. Skill Requirements

- A. Skill in communicating effectively, both verbally and in writing, and including public presentations and public media contact.
- B. Skill in the selection, supervision, and evaluation of staff in a manner conducive to full performance and high morale.
- C. Skill in complex facility and long-range planning.
- D. Skill in complex employee relations and conflict resolution.
- E. Exceptional organizational skills.
- F. Exhibits leadership qualities of adaptability, dependability, and accountability.
- G. Attention to detail.

4. Ability Requirements

- A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- C. Ability to manage multiple facilities, buildings, and park locations.
- D. Ability to establish and adhere to safety standards.
- E. Ability to establish and maintain professional working relationships.
- F. Ability to identify individual training needs and establish requisite employee training programs.
- G. Ability to prepare and administer large and complex budgets and to prepare financial and administrative reports.
- H. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- I. Ability to use professional discretion and judgment.
- J. Ability to read and interpret blueprints.

5. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around to make work site visits and inspect project status during the construction process.
- B. Ability to sit for extended periods.
- C. Ability to occasionally lift and carry up to 25 pounds.
- D. Ability to frequently speak and hear to exchange information.
- E. Visual ability to read small print and computer screens to prepare, analyze, and proofread data as well as to evaluate building and construction projects.
- F. Ability to attend work on a regular basis.

HR: HD	Union: Supervisory	EEOC: Officials/Admin	CSB:	Class No: 1119
WC: 9410	Pay:	EEOF: Admin/Finance	CC:	Resolution: