
PUBLIC FACILITIES MANAGER

Department:	Public Works	Reports To:	Director of Public Works
Division:	Public Facilities	Location:	
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	June 2004
Pay Grade Level:	9		

JOB SUMMARY

Supervises, coordinates, and performs a variety of semi-skilled and skilled work tasks in the maintenance, repair, and operation of parish-owned buildings, associated facilities and grounds, and public works facilities and infrastructure, including the performance of journeyman-level trade activities in the construction, maintenance, and repair of structural, mechanical, electrical, and plumbing systems, motors, and machinery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Directs the performance of repairs and maintenance activities such as cleaning, oiling, recharging batteries, and sharpening blades and other cutting apparatus on specialized turf care equipment, electric motors, sprinklers, mowers, blowers, tractors, and other associated lawn and landscaping equipment
- Directs workers engaged in ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse
- Inspects completed work for conformance to parish standards
- Interprets parish policy to assigned workers and enforces safety regulations
- Confers with other supervisors to coordinates activities of individual departments
- Operates tractors, mowers, jackhammers, steam and pressure washers, buffers, trimmers, and blowers in the maintenance of lawns and green areas
- Mixes and spreads concrete; smooths and finishes freshly poured cement or concrete
- Assists in setting up and removing equipment and furniture for special functions and programs, and prepares assigned facility for program use
- Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, locks, and building framework and trim

- Installs glass in windows, doors and partitions
- Replaces damaged ceiling tile, floor tile, and wall coverings
- Installs interior furnishings such as window shades, draperies, blinds, fans, and lighting fixtures
- Repairs surface defects and damages to wood finishes as is found on doors, furniture, cabinets and trim/molding; prepares surfaces for finishing in paint, stain, or varnish; applies paint, stain, or varnish to surfaces and repairs rough edges, surface nicks, dents, nail holes, cracks, open seams, veneer blisters, and other markings by either replacing damaged surface or filling with synthetic filler such as putty or caulking compounds
- Assembles needed work tools and supplies; performs cleaning, routine inspections, and preventive maintenance and repairs on assigned equipment and refers major defects/malfunctions for repair and/or replacement to the supervisor or the contractor, if necessary for handling
- Performs work activities in the repair of electrical systems and equipment, including engines and motors; lays electrical conduit and vaults; splices wire and cable; inspects, tests, calibrates and adjusts various controls or meters used in electrical systems and components; observes electrical devices while in operation and listens for irregular sounds in effort to locate malfunction
- Drills holes for wiring; assists in lifting, positioning, and fastening objects such as wiring, conduit, motors; and, repairs and replaces door hardware, knobs, fuses, sockets, bulbs, and switches
- Performs maintenance and repair to hand-held tools and equipment
- Performs inspection and determination of malfunctions of the electrical, mechanical, and plumbing systems within parish-owned buildings and facilities; tests equipment; and requisitions the services of an outside repair contractor when needed
- Moves levers and presses pedals to operate truck(s) and drive mowers and control movement of cutting and trimming apparatus
- Drives pick-up truck and utility truck, in the loading, hauling, and unloading of various equipment, gravel, sand, and other materials
- Performs required physical labor involved in the construction and maintenance of parish infrastructure as a member of an assigned crew, including pavement cutting, manhole and catch basin cleaning, main and pipe repairs, pipe laying and backfilling
- Cuts, threads, and bends pipe; connects pipe using threaded, caulked, soldered, brazed, fused, or cemented joints; and secures pipe to structure(s) with brackets, clamps, and hangers
- Digs trenches, repairs pot holes, clears rights-of-way, hoist materials, tools, and equipment utilizing a backhoe or other power equipment

- Maintains maintenance records for review and analysis by supervisors
- Assists in the installation and maintenance activities of traffic control signage and markings
- Performs the operation of all equipment in accordance with standard safety procedures and policies

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs custodial/janitorial work including the changing of high level light fixtures and bulbs/fluorescent tubes; cleans rain gutters, and sweeps exterior roofs and overhangs
- Controls traffic at work sites by flagging/directing traffic through work zones to ensure the safety of the public and public works personnel and proper traffic facilitation
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Supervises assigned workers in accordance with Parish policy; occasionally provides supervision and guidance to temporary and community service workers.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Innovation - Develops innovative approaches and ideas.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High school diploma or general equivalency degree (GED) and four (4) to (6) years related experience and/or training; or equivalent combination of education and training in the management, operation, and maintenance of public buildings and grounds and the associated equipment required to facilitate function. Working knowledge of the operational hazards and associated safety precautions in the utilization of lawn equipment required.

Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees and supervisors.

Mathematical Skills. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volumes, and distance.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Commercial Driver's License (CDL) preferred.

OTHER SKILLS AND ABILITIES

- Must possess the capability of operating a variety of equipment including backhoe, mowers, blowers, trimmers, tractors, airifiers, chainsaws, edgers, and weed trimmers; as well as, electric motors, pumps, drills, screw drivers, and other power tools required in the completion of basic carpentry and journeyman trades
- Ability to use electrical repair equipment such as hydraulic press, wire cutters, heat sensors, hot sticks, clamp sticks line tracers, shovels, wrenches, detection devices, mobile radio, phone, and other various hand and power tools

- Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, and the general public
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The employee is regularly exposed to high, precarious places and risk of electrical shock; and, is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk, smell, hear, stoop, climb, and balance. The employee must occasionally lift and/or move up to 75 pounds; Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is frequently noisy.