



**Code: 4544**

Family: Facilities

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Miscellaneous Building Trades

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## **CLASS TITLE: ASSISTANT DIRECTOR OF FACILITIES MANAGEMENT**

### **CHARACTERISTICS OF THE CLASS**

Under direction, assists with planning and managing property management and building repair and maintenance activities for a city department; and performs related duties as required

### **ESSENTIAL DUTIES**

- Develops and implements procedures and methods to promote an efficient and effective property maintenance operation
- Evaluates and recommends the need for repair, maintenance and modification of City-owned and operated facilities
- Assists in the oversight of skilled trade crews and private vendors engaged in the repair and maintenance activities at designated facilities
- Conducts site visits to inspect interior facilities and exterior property to ensure the general maintenance, safety and cleanliness of designated locations
- Manages approved repair, maintenance and capital improvement projects to ensure work is performed and completed within established timelines, as required
- Performs feasibility studies and reports on energy costs, building automation and maintenance procedures
- Prepares the monthly expenditure report for budget office and approves all routine expenditures
- Assists in the preparation of the annual operating and capital replacement budgets
- Maintains records of equipment failure and recommends the acquisition of new equipment
- Assists in the selection and negotiation of contracted services for the maintenance and repair of equipment and facilities
- Assists in coordinating departmental moves to new locations, providing timelines for packing and serving as liaison with vendors responsible for storing furniture, equipment and materials, and installing and configuring telecommunications systems
- Participates in the development and implementation of emergency management policies and processes relative to building operations
- Assists with assessing emergency situations, coordinates the work of appropriate staff and remains on site to ensure building operations resume
- Conducts performance evaluations and administers corrective or disciplinary action, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Construction Management, Building Systems or a directly related field, plus three (3) years of work experience in the administration of maintenance and repair services for physical facilities of which one (1) year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

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**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

**WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions
- May be exposed to hazardous conditions (e.g., construction sites, heavy machinery)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest)

**PHYSICAL REQUIREMENTS**

- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*building and property management methods, practices and procedures
- \*applicable maintenance and repair methods, practices and procedures
- \*scheduling and coordination of preventive, repair and maintenance activities

Moderate knowledge of:

- \*inventory and record keeping methods, practices and procedures
- \*applicable computer software packages and scheduling applications
- \*supervisory and management methods, practices and procedures

Some knowledge of:

- \*budget preparation and management methods
- \*work operations for applicable skilled trades

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- MONITORING – Monitor and assess performance of one's self, other individuals or organizations to make improvements or take corrective action

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- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- TIME MANAGEMENT - Manage one's own time or the time of others
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2019