



City of Kansas City, Missouri Job Class Specification

Job Title:	Facilities Operations Manager	Department:	GENERAL SERVICES
Job Code:	5216	Status:	EXEMPT
		Grade:	EX-5

Summary This is responsible administrative and supervisory professional and technical work directing and coordinating a major department division responsible for the planning, design, development, construction, renovation, maintenance, and operation of General Services Department – Facilities Management Division programs, facilities, and projects. Work involves administrative and technical responsibility for completion of major programs and projects such as capital and maintenance planning, budgeting, interdepartmental service, operations of HVAC, plumbing, and electrical, energy management, work order systems, and asset management. Frequent consultation with department heads, consultants, contractors, public officials, and others is required in the design, review of plans and specifications, and inspection of work for compliance with prescribed criteria. Work also involves establishing priorities and policies for the assigned division. Assignments are received in conference with professional supervisors and employees of this class are expected to exercise broad independent judgment to resolve problems. Work is reviewed by professional supervisors through observation, conferences, and evaluation of written reports and plans for technical quality and adherence to departmental standards.

- Duties and Responsibilities**
- Designs, plans, and assigns specific projects, programs, or areas of work to professional and technical subordinates
 - Directs and manages the operations of a major division of the General Services and facilities used in these operations; assesses operational performance and assess and provides input into capital improvement planning efforts.
 - Plans, directs, inspects, and reviews operation and maintenance activities for such areas as Police, Fire, and Health facilities and departmental buildings.
 - Ensures that staff is provided with training and development to perform their duties in a technically competent manner, safely and to meet pre-established standards.
 - Confers with department head, other division heads, consultants, contractors, and others as project and/or program needs require.
 - Prepares and monitors budgets for the assigned division and assists in the development of departmental objectives, goals, and programs.
 - Inspects contractual work for compliance with plans and specifications; approves and authorizes changes as necessary and interprets plans and specifications for inspectors and contractors.
 - Reviews data for contractual payments and approves payments per contractual requirements.
 - Develops, implements, and maintains appropriate work management systems for provision of all necessary work-related records and preparation of activity reports.
 - Develops and supervises training programs for division personnel.
 - Maintains necessary records and prepares reports.
 - Identify cost reducing measures from the implementation of energy efficiency initiatives.
 - Study and analyze the utilization of utilities.
 - Conduct energy audits.
 - Performs related duties as required.

Education and Experience

Accredited bachelor's degree and four (4) years of experience in the administration of construction or capital improvement projects; physical plant operations; procurement; contract and/or lease negotiations for commodities, services, or commercial properties; commercial building management; or space planning; and at least two (2) years in a related managerial position.

OR

High School graduation and eight (8) years' experience in the administration of construction or capital improvement projects; physical plant operations; procurement; contract and/or lease negotiations for commodities, services, or commercial properties; commercial building management; or space planning; and at least two (2) years in a related managerial position.

**Certificates/
Licenses/Special
Requirements**

Certifications in facilities management preferred but not required.

**Supervisory
Responsibility**

Supervision is exercised over all assigned facility staff.

Supervision Received

Work is performed under the general supervision of the Facility Division Manager.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

01/25

Revised