



City of Kansas City, Missouri Job Class Specification

Job Title: BUILDING MANAGER

Department: MULTI

Job Code: 1335

Status: EXEMPT

Grade: EX-2

Summary

This is responsible technical and management work in the administration of the maintenance, operation, repair, and alteration of City facilities.

Work involves responsibility for organizing, directing, and supervising the work of custodial, maintenance, and operational sections providing security, elevator, and telephone central services and performing custodial duties and a variety of skilled maintenance, repair, and alteration functions on City buildings. Work also involves responsibility for furnishing technical services in connection with the efficient and effective operation, maintenance, and alteration of City buildings. Work is performed with considerable latitude for the exercise of independent judgment and is reviewed by administrative superiors through conferences, observation, and review of the efficiency and effectiveness of the City's facilities operation and maintenance program.

Duties and Responsibilities

- Prepares budget and expenditure estimates and reports, inventory control, and various contracts, records, and reports incidental to the operation of central services, security, telephone, elevator, custodial, and building maintenance and alteration of City facilities.
- Plans, organizes, and provides general direction through supervisory personnel and inspects the work of contract and force-account custodial and building maintenance crews, and personnel engaged in providing security, telephone, and elevator services in City facilities.
- Supervises tenant moves; is responsible for installation of telephones, air conditioning, plumbing and lighting fixtures, and other electrical and mechanical appurtenances within City facilities.
- Supervises and assists in the preparation of estimates of labor and material costs and building and specification plans for proposed building and equipment repairs, remodeling, and new work.
- Supervises and inspects construction and repair work in progress for quality of workmanship and compliance with plans and specifications and acceptability of work.
- Prepares draft contracts and specifications required in the maintenance of equipment and in the operation of City facilities.
- Performs related duties as required.

Technical Skills	<p>Thorough knowledge of:</p> <p>Work standards and practices of the several trades involved in building operation, maintenance, and repair work.</p> <p>Work standards, practices, materials, equipment, and methods employed in the custodial maintenance of major commercial buildings.</p> <p>Considerable knowledge of:</p> <p>Occupational hazards and safety precautions applicable to building operation, security, maintenance, and repair work.</p> <p>Safety precautions, operation, scheduling, servicing, and maintenance of high-speed passenger elevators.</p> <p>Ability to:</p> <p>Read and interpret building plans and specifications and to prepare plans and specifications for building repair, alteration, and major and minor construction work.</p> <p>Establish and maintain effective working relationships with other subordinates, representatives of other departments, public officials, and the general public using the City buildings.</p> <p>Enforce building regulations with firmness, tact, and impartiality.</p> <p>Inspect the work of contract and force-account crews and evaluate the work performed.</p>
Education and Experience	<p>High school graduation supplemented by courses in building management and maintenance, public or business administration, engineering or architecture and five (5) years progressively responsible supervisory experience in the operation and maintenance of major office building facilities.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Will be required to pass a preemployment drug screen ▪ Must pass a background check as prescribed.
Supervisory Responsibility	<p>Supervision may be exercised over contract personnel and a moderate sized staff of technical and maintenance personnel.</p>
Supervision Received	<p>Work is performed under the general supervision.</p> <p>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.</p>
Created	<p>4/73</p>
Revised	<p>9/06, 05/10, 9/11, 8/2022 , 01/2024</p>