

FACILITIES AND SUSTAINABILITY MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible managerial and professional work in the planning development, management and maintenance of energy-efficient City buildings and associated facilities. This work incorporates the management of architectural staff and services, centralized facilities management and maintenance staff and services, and all related environmental engineering. Provide leadership in the development of a City-wide sustainability plan to reduce environmental impacts and the consumption of utilities. Under the general supervision of the City Engineer, the employee exercises considerable judgment and discretion in meeting established goals and objectives.

Examples of Duties and Responsibilities:

Plan, organize and direct the programs, services and staff of the Facilities Management Section of the Engineering Division. Hire, train, supervise, coordinate and monitor the work of subordinate professional and operations staff, both directly and through subordinate supervisors.

Research, identify, and incorporate the best ecological practices and policies into viable programs that will enable the City to reduce the consumption of utilities.

Assure City facility compliance with all federal, state and local codes, regulations and environmental laws with regard to the design, construction, access and maintenance of public buildings. Develop and implement related policies, procedures and systems. Develop and maintain close working relationships with related operating and enforcement agencies.

Provide and/or coordinate aggressive environmental engineering efforts. Direct and conduct related energy efficiency analyses; identify concerns and recommend responsive cost-effective strategies. Maintain a high level of awareness of existing and emerging energy technologies and efficiencies (and alternative energy applications).

Prepare and/or direct the preparation of complex analyses and reports leading to major capital investments. Represent related interests before the Common Council, boards, commissions, etc.

Develop and recommend operating and capital budgets, staffing, etc. Identify and solicit funds to facilitate implementation of sustainability efforts. Direct and/or provide for all related administrative services (e.g., updating insurance coverage).

Direct all related preventative maintenance and services of City buildings and facilities (through subordinates) to maintain the cost-effective physical integrity of the structures and the comfort of employees and visitors. Develop and monitor the implementation of related policies, procedures and cost-effective techniques. Assure the development and maintenance of related standards, systems and databases.

Oversee energy-efficient and cost-effective building design strategies incorporating related architectural and engineering services. Advise user agencies regarding space need studies, estimates and costs, and schedules. Determine standards for office/work station sizing. Prepare standards for public conference/meeting rooms. Evaluate approved budget and recommend which projects should be designed "in-house" and which projects should be commissioned to

private firms. Determine level of environmental certification (LEED) for each building project and major renovation.

Advocate and model sustainability concepts within the organization. Serve as a catalyst to produce a culture change within the City that integrates sustainability and environmental values into how the City conducts business. Act as a team leader working with City staff to develop sustainability initiatives and assess their cost effectiveness, technical feasibility and implementation methods. Identify and address barriers to the success of the sustainability plans.

Lead and/or support all related space needs assessment and issue resolution. Prepare and implement the space needs plan for the City of Madison.

Direct and participate in the development of related databases encompassing all City buildings. These databases shall include (but not be limited to): construction history, size, digital plans, energy usage, etc.

Direct and participate in the development of cost-effective long-term facility maintenance and replacement schedules taking into account a wide variety of operational, environmental and aesthetic considerations in serving the needs of the organization and the community.

Provide and assure the maintenance of related safety and/or emergency procedures. Investigate and employ cost-effective and environmentally responsible custodial products.

Perform related work.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Considerable knowledge of facility planning and construction principles, techniques, practices, and materials. Thorough knowledge of construction plan review, cost estimating, governmental bidding and contract processes, overall building construction contract administration, and space needs analysis principles and practices. Thorough knowledge of environmental engineering principles and practices incorporating energy conservation, energy utilization analysis and building maintenance. Working knowledge of computer aided design systems relevant to building design and construction. Working knowledge of construction inspection techniques. Ability to plan, assign, and carry out a comprehensive municipal facility development and maintenance program. Ability to manage building maintenance and cleaning. Ability to prepare and evaluate working construction plans and specifications, determine appropriate change orders, and authorize payments. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships. Ability to prepare comprehensive reports and recommendations. Ability to maintain adequate attendance.

Training and Experience:

Three years of directly related managerial and professional work in directing a facility design and management/maintenance program, emphasizing cost-effective energy management considerations. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in environmental engineering, mechanical engineering, or architecture. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills, and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Comp. Group	Range
Engineering Division	18	16

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