

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: April 2017

JOB TITLE: Facilities Maintenance Manager

REPORTS TO: Human Resource Manager

STATUS: Non-Exempt

GRADE/RANGE: 6

JOB SUMMARY:

This position is primarily responsible for grounds and maintenance service and repairs in the areas of plumbing, carpentry, painting, machine, HVAC and electrical services for the District headquarters and may be assigned on an as-needed basis to other facilities.

ESSENTIAL FUNCTIONS:

1. Assists in maintaining the upkeep and the daily functions of maintenance for assigned District facilities including most plumbing, painting, machine, HVAC, and electrical repairs. Performs most minor or basic repairs to building features and equipment.
2. Maintains the irrigation and computer systems, working closely with the District Water Conservation Manager, for the gardens and grounds. Repairs sprinkler systems.
3. Oversees and assists in the overall security of the District office and grounds.
4. Manages the District's contracted services for the main building, outbuildings, parking lot, and landscaping care.
5. Trains and supervises leased or temporary employees on equipment usage and safety procedures; provides instruction and direction to contract employees as needed.
6. Prepares and monitors buildings and grounds budget.
7. Maintains District Administration vehicle fleet; schedules repairs as needed; tracks vehicle maintenance on computer software.
8. Serves on the District-related committees as assigned.

MARGINAL FUNCTIONS:

1. Performs other duties as assigned.

REQUIREMENTS:

Ability to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move lawn equipment, generator, ladders, trash bags, etc.

Ability to stoop, bend, reach, kneel and engage in repetitive motions to perform various janitorial, mechanical, and grounds maintenance duties.

Ability to work in extreme heat: temperatures above 90 degrees for 3-4 hours at a time; ability to work in extreme cold: temperatures below 32 degrees for periods of more than one hour, i.e., snow removal, etc.

Ability to be subject to vibration: exposure to oscillating movements of the extremities or whole body when operating trimmers, weed eaters, power sprayers, mowers, etc.

Ability to climb, balance, reach, and grasp from ladder to prune trees, clean windows, dust high places, etc.

Ability to push and/or pull equipment, i.e., mowers, weed eaters, power edgers, vacuum, carpet cleaning machine, etc.

Ability to grasp and hold various equipment, i.e., shrub trimmers, weed eaters, mowers, power edgers, etc.

Ability to exercise distant vision in the operation of vehicles, equipment (mowers), etc.; depth perception required in the operation and maintenance of equipment; peripheral vision required in the operation of vehicles.

Ability to operate and/or drive equipment including mowers, weed eaters, power edgers, shrub trimmers, etc.

Ability to work with hazardous chemicals including weed killer and pesticides.

Ability to drive vehicles to various maintenance shops for repairs and inspections.

Ability to be on call, to respond to emergency call-back situations within 30 minutes.

Ability to operate/use pen, pencil, PC, software, calculator; to maintain computer records of all service work done on vehicles, budgets, etc.

Ability to perform preventive maintenance on equipment including oil changes, replace broken/worn parts, repair sprinkler system; to make basic or minor plumbing, electrical, HVAC, appliance and other repairs.

Ability to operate various hand tools including wrenches, screwdrivers, pliers, sockets, etc. to make equipment repairs.

Ability to maintain safety information on all chemicals used (SDS's); train others in proper use of cleaning chemicals, pesticides, etc.

Ability to read (by sight or braille) directions and instructions for equipment and chemical usage; various memoranda and training materials from staff personnel, etc.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATION:

Associates Degree in related field plus three years of experience related to job tasks, or an equivalent combination of education and experience. Valid Utah Driver's license required.