



Wyoming Community Development Authority Job Description

JOB TITLE:	Facilities Specialist	PAY GRADE:	5
DEPARTMENT:	Single Family: Construction	FLSA STATUS:	Non-Exempt
REPORTS TO:	Construction Manager	REVISED:	October 2014
SUPERVISORY:	None		

Overall Job Purpose: Work as the WCDA Facility Specialist. Responsibilities include maintenance, environmental and safety regulations, building and grounds maintenance, performs routine handyman tasks, general preservation and vendor relationships, emergency preparedness and disaster recovery. Works directly with various departments within WCDA. Must be able to coordinate, communicate and cooperate within a variety of work scenarios. Select work with Construction Department on local properties.

WCDA VALUES
Accountability: Takes full responsibility for own actions; Trustworthy; Follows up personally and monitors progress to ensure that things stay on track; Holds self and others accountable for keeping commitments; Exhibits attention to detail
Communication: Ensures that information and ideas are flowing in all appropriate directions; Shares information appropriately and openly; Is accessible and receptive to both good and bad news; Conveys information in a clear manner; ensures that others understand; Asks for input, listens actively and makes sure others' opinions are heard; Maintains composure and exhibits humility when expressing opinions and ideas
Initiative and Creativity: Plans work and carries out tasks; Makes constructive suggestions; prepares for problems or opportunities in advance; Undertakes additional responsibilities; Responds to situations as they arise with minimal supervision; Creates novel solutions to problems; Evaluates new technology as potential solutions to existing problems
Judgment: Makes sound decisions; Bases decisions on fact rather than emotions; Analyzes problems skillfully; Uses logic to reach solutions
Cooperation/Teamwork: Works harmoniously with others to get a job done; Responds positively to instructions and procedures; Able to work well with staff, co-workers, peers, and managers; Shares critical information with everyone involved in a project; Works effectively on projects that cross functional lines; Helps to set a tone of cooperation within the department and across other departments; Coordinates own work with others and seeks opinions; Values working relationships; When appropriate-facilitates discussion before decision-making process is complete; Responds to phone/email questions promptly
Quality of Work: Maintains high standards despite pressing deadlines; Does work right the first time; Corrects own errors; Regularly produces accurate, thorough and professional work
Reliability: Personally responsible; Completes work in timely, consistent manner; Works hours necessary to complete assigned work; Is regularly present and punctual; Arrives prepared for work; Is committed to doing the best job possible; Keeps commitments
Commitment to Safety: Understands, encourages, complies with, and carries out safety policies and procedures of the Authority; Takes personal responsibility for safety
Support of Diversity: Treats all people with respect; Values diverse perspectives; Provides supportive work environment for all workforce Supports WCDA's philosophy of EEO; Treats others fairly; Recognizes differences as opportunities to learn and gain by working together; Values and encourages unique skills and talents; Seeks and considers diverse perspectives and ideas
Leadership: Acts as a mentor and empowers others to do their best work; Identifies opportunities to make needed changes; acts as a catalyst; Uses persuasion and influence to connect others; Helps others keep on track; Gives honest and helpful feedback, supports the success of others; Celebrates success and gives credit to others

KNOWLEDGE/SKILLS/ABILITIES

FACILITIES:

- Working knowledge of heating/cooling, plumbing, carpentry, mechanical building operations
- Experience in corporate facility and operations management
- Knowledge of space management and ergonomics
- Knowledge of building construction, codes, trades and grounds maintenance
- Knowledge of industry cleaning procedures and standards
- Knowledge of United States flag protocol
- Ability/skill to interpret, negotiate and enforce vendor contracts and manage third party vendors/contractors
- Ability/skill to perform general repairs and maintenance of assorted office machines and mechanical equipment
- Ability to analyze problems, trouble-shoot, and identify alternative solutions
- Ability to forecast consequences of proposed actions and implement recommendations
- Ability to oversee multiple projects concurrently
- Working knowledge of local, state, and national codes/regulations, including but not limited to OSHA and EPA
- Knowledge of the regulatory environment, including permitting requirements, workplace safety, and environmental regulations
- Skill in planning, developing, and implementing procedural formats for facilities
- Ability to repair/maintain office furniture, heavy lifting, moving tables/chairs for events, and/or similar functions

SECURITY:

- Knowledge of the principles of management, organization and administration of emergency management programs
- Knowledge of emergency management procedures, practices, and regulations
- Knowledge of planning and implementation of emergency response plans and hazard/risk mitigation activities
- Knowledge of and ability to provide safety trainings and evacuation drills
- Ability to plan, direct and coordinate emergency preparedness/business continuity assignments to all staff
- Ability to establish and maintain effective working relationships with internal departments/external emergency response teams
- Ability to train employees on emergency management and disaster recovery programs

CONSTRUCTION:

- Knowledge and skills to provide cost estimates on bid specifications on complex projects; must exhibit attention to detail
- Ability to read construction documents
- Knowledge of lead based paint, asbestos, mold and EPA rules
- Ability to think analytically using sound inductive and deductive reasoning
- Solid ability to communicate clearly, respectfully and with confidence to all employees, customers and sub-contractors of the Authority both verbally and in writing
- Ability to skillfully handle confrontations
- Solid confidence in personal abilities and knowledge
- Strong ability to build and maintain good working relationships
- Must be detail oriented and strive for accuracy
- Able to work independently and make decisions
- Ability to follow the chain of command
- Advanced knowledge of Excel and working knowledge of Word and Outlook, Microsoft Project
- Able to use the internet for research

IMPACT AND ACCOUNTABILITY

FACILITIES:

- Overall responsibility for facility operations required to assist in meeting Authority objectives
- Manage and oversee all contracted custodial services
- Maintain all window cleaning, shredding, fire alarm/sprinkler, elevator, electrical and mechanical systems, utility supply, grounds care, heating and cooling, energy conservation, all hallway and stair safety, and preservation and restoration of the Authority
- Maintain day to day building upkeep of the Authority building and property
- Manage maintenance of the overall appearance and cleanliness of the internal and external structures
- Negotiate contracts for required maintenance work and perform inspections on Authority facility
- Approve all contractor accounts payables and receivables
- Develop Requests for Proposals for all vendors and contractors
- Solicit bids from eligible contractors and negotiate a construction contract with the successful bidder, including a specific timeline, cost control measures, and quality standards
- Provide maintenance contract reports to Construction Manager on periodic facility operations and contract work
- Develop and manage a comprehensive preventative maintenance plan
- Ensure environmental compliance
- Ensure ADA compliance and implement reasonable accommodations in conjunction with the Director of HR
- Coordinate, monitoring and maintenance repairs to the building and grounds
- Develop and manage department budget for current and proposed facility initiatives
- Responsible for all facility flag protocol, including half-staff of flags, procedures for raising and lowering
- Work a flexible schedule, including weekends as needed
- Respond to emergencies in a timely manner
- Act as direct Emergency Preparedness Coordinator when required
- Perform projects, including handy-man/light carpentry duties; keep abreast of HVAC system, boiler and pumps
- Maintain control system temperatures and times, coordinate Authority calendar to maximize energy savings
- Monitor adherence to building codes and fire regulations and report deficiencies to executive management
- Maintain system for efficient ordering of custodial supplies, lights, ceiling tiles, window covering, etc., always seeking economies
- Coordinate with custodial staff to ensure all are properly trained and custodial services are properly performed

SECURITY:

- Direct all Emergency Preparedness and Disaster Recovery efforts when required
- Direct and coordinate the administration and operation of all safety and security for the Authority
- Develops, organizes, and administers the Authority's emergency response plans
- Directs the development of risk and vulnerability analyses by emergency situation type, including testing in collaboration with IT, Risk Management and Compliance
- Assess and coordinate appropriate strategies and training to promote safety and security on entire property
- Prepares and implements detailed mitigation studies to identify operational procedures to alleviate negative impacts of potential risk and emergency situations
- Coordinates emergency response and special event planning activities with federal, state, and city authorities
- Manage arrangements for security and other training/drills appropriate for security of the Authority
- Coordinates and plans disaster drills in conjunction with Emergency Preparedness and Business Continuity plans, collaborating with IT, Risk Management and Compliance
- Develop and implement business continuity strategies and plans based on industry standard best practices in collaboration with Risk Management and Compliance
- Responsible for building security and an effective key control program
- Effectively notifies the Authority potential risks regarding location of the facility in response to local authorities

CONSTRUCTION:

- Assist with the inspection of properties, identify repairs, solicit qualified contractors for bid process, obtain bids from contractors, manage rehabilitation process, including progress inspections, and approval of contractor draw requests
- Ensure compliance with program standards and assist with special programs when assigned

RELATIONSHIP RESPONSIBILITY

FACILITIES:

- Able to handle interaction with Authority personnel and third parties with utmost fairness and honesty while presenting a thoroughly professional, respectful, and courteous attitude
- Manage all contracted services, including maintenance contracts of physical structures, HVAC, mechanical, electrical and utility systems, energy conservation, grounds, and preservation and restoration of the Authority
- Negotiate contracts for required maintenance work and perform inspections
- Coordinate with the Communications Manager on building signs for closure, United States flag, etc.
- Assign key cards for all new employees in conjunction with Director of HR
- Responsible for analyzing problems, summarizing solutions, and making recommendations to management for facility operations of the Authority
- Coordinate with custodial staff to ensure all are properly trained and custodial services are properly performed
- Assist staff with office furniture, heavy lifting, moving tables/chairs for events, and similar functions

SECURITY:

- Collaborates with IT, Risk Management and Compliance on all emergency, business continuity and disaster recovery duties
- Trains all Authority staff on safety, security, emergencies and other drills appropriate for security measures
- Collaborates with management to determine projections and risk analyses for security and business continuity
- Works with Executive management to determine necessary emergency preparedness/business continuity testing, drills, plans
- Train staff on emergency protocol

CONSTRUCTION:

- Ability to interact with personnel and third parties with utmost fairness and honesty while presenting a thoroughly professional and respectful attitude
- Summarize data and reports utilizing spec writing software, Microsoft Office and other applicable software

SUPERVISORY RESPONSIBILITY

None

OTHER SKILLS AND ABILITIES REQUIRED

Must be able to lift a minimum of 25 pounds
 Able to sit/or drive 4 to 8 hours per day
 Able to stand 0 to 8 hours per day
 Able to walk 0 to 5 hours per day
 Able to work 5 days per week
 Possess or have ability to obtain a valid driver's license and provide proof of driving record
 Able to travel overnight and/or same day, occasional emergency work
 Able to work a flexible schedule, including weekends as necessary
 Able to respond to emergencies as needed in a timely manner
 Able to perform sedentary work
 Able to bend/stoop, reach, push/pull and climb stairs occasionally
 Able to talk, hear and converse with customers and co-workers
 Visual acuity to perform inspection work, close work, operate machines and motor vehicles
 Able to use calculator, computer, phone and other office equipment
 Able to use hands for frequently repetitive work
 Must be able to speak, comprehend, read and write using the English language
 Reasonable accommodations will be considered

EDUCATION and/or TRAINING REQUIREMENTS
<p>Education: Associates or Bachelor degree in related field and 2-5 years relevant work experience</p>
<p>Relevant Work Experience: 2-5 years relevant work experience or an equivalent combination of education and experience in facilities maintenance and construction</p>
<p>Certification: Facility certification preferred Inspection background preferred</p>

This job description in no way states or implies that these are the only duties to be performed by this employee or abilities needed to perform the duties. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor(s).