



EL PASO COUNTY 911 DISTRICT
Job Specification
Building Maintenance Manager
(Exempt Class, Salaried Hiring Range: \$57,175 to \$66,306)

General Summary

The Building Maintenance Manager is a position that oversees and leads maintenance procedures and actions. The ability to both plan and participates in all aspects of operating a facility. This position is responsible for managing, coordinating, planning, and scheduling of maintenance operations as well as performing routine, semi-skilled, maintenance to ensure the El Paso Regional Communications Center (EPRCC) is consistently maintained in a safe and clean condition.

Position

Full-time, salaried, exempt position; generally, works 40 hours per week 8am to 5pm, Monday through Friday, and is subject to extended work hours and emergency call back. The employee is expected to monitor and respond to emergencies after normal working hours.

Principal Duties and Responsibilities

1. Manage vendor contracts for janitorial, HVAC, and other facility services including tracking contractual tasks and projects, tracking expenses, reporting progress, and assigning schedules.
2. Oversees the installation, maintenance, and repair of building equipment including air conditioning, heating units, and other associated machinery and associated building repair logs.
3. Perform a variety of semi-skilled labor for the facility, including, but not limited to painting, plumbing, minor electrical, carpentry, and a variety of other related craftwork.
4. Perform preventative maintenance, including changing HVAC filters, greasing VFD pumps, changing exhaust vent belts, spraying weed killer, and other preventative tasks.
5. Troubleshoot basic maintenance problems involving HVAC, electrical, structural, plumbing, and equipment; repair or replacement.
6. Plan, schedule, coordinate, and oversee various building inspections, including fire extinguishing systems, alarm systems, boilers, and various other inspections.
7. Monitor and manipulate automated computer building monitoring systems.
8. Clean, maintain, and assist with the upkeep of the facility, including oversight of the contracted janitorial staff.
9. Maintain grounds, landscaping, and irrigation system, and remove trash and debris.
10. Estimate cost of repairs, select and requisition necessary equipment and related supplies for repairs.
11. Keep key inventory and maintain appropriate records.
12. Maintain inventory of custodial supplies and maintain associated records.
13. Prepare meetings and conference rooms for upcoming classes.
14. On-call maintenance for emergencies, 24/7.
15. Preparing and carrying out emergency protocols and procedures including those related to inclement weather.



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16. Perform related duties as required.

Note: The above statements are intended to describe the general nature of the work performed by this position; the list is not intended to be an exhaustive list of all responsibilities and duties required.

Work Environment

Work is performed in both indoor and outdoor field environments, exposure to noise, dust, grease, smoke, fumes, solvents, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights and from ladders.

Primary functions require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate equipment and vehicles.

Qualifications

Education and Experience: An Associate's Degree in Business Administration, Construction Management, Building Trades or related field and four (4) years of experience in facilities and ground maintenance/management OR experience in the construction or related industry. Work experience and other training are subject to evaluation in lieu of education.

Other Requirements: Candidate must maintain eligibility to access Criminal Justice Information (CHI) and will be subject to an extensive, fingerprint-based, background check.

Licenses, Registrations and/or Certificates

Candidate must have and maintain a valid Texas Class "C" driver license or equivalent from another state.

Knowledge, Skills, and Abilities

Knowledge of power and hand tools used in facilities maintenance; record-keeping techniques, use of computer help desk systems, and use of automated building monitoring systems.

Skilled in computer use to maintain logs, inventories, and purchasing records; respond to service requests and email; monitor and manage work orders in the computerized help desk system; access and set automated control systems.



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Ability to use a variety of tools and power equipment; plan and coordinate work; track and plan preventative maintenance work; maintain records and reports in computerized and written formats; compliant with regulatory requirements; work independently; understand oral and written directions; establish and maintain cooperative working relationships, both internal and external to the organization.