

**CITY OF DAPHNE
1705 MAIN STREET, DAPHNE, AL
SPECIAL CALLED CITY COUNCIL BUSINESS MEETING AGENDA
DECEMBER 11, 2017**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. RESOLUTIONS & ORDINANCES**

RESOLUTIONS:

NONE

2ND READ ORDINANCES:

2017-85 – An Ordinance Amending Job Classification Schedule

1ST READ ORDINANCES

NONE

- 4. ADJOURN**

ORDINANCE 2017-85

AN ORDINANCE AMENDING JOB CLASSIFICATION SCHEDULE:

Facilities Director

WHEREAS, Ordinance 2004-52 approved and adopted January 3, 2005 established the City of Daphne Job Classification Schedule; and

WHEREAS, whereas the critical need of a new Facilities Director position has been submitted to the City Council; and

WHEREAS, the City Council has determined that there is a need for such position; and

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Daphne, Alabama, that:

1. The position of Facilities Director is hereby adopted and incorporated into the City of Daphne Job Classification Schedule at the salary level of a Grade 36.
2. The City Council hereby authorizes the Mayor to fill the Facilities Director position.

APPROVED AND ADOPTED by the Mayor and City Council of the City of Daphne, Alabama, ____ day of **December, 2017**.

Dane Haygood, Mayor

ATTEST:

Candace Antinarella, City Clerk

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FACILITIES DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial, supervisory and administrative work overseeing multiple projects involving City renovations and new constructions to ensure timely completion within allocated budget; develops short and long range plans for the department. Work also includes directing a professional and technical staff in four divisions, Recreation, Senior Program, Building Maintenance, and Grounds through management and supervisory staff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; meets with key staff to identify and resolve problems.

Directs facility related activities, including long range planning, real estate leases and taxes, space planning and allocation, interior planning, architectural and engineering design, and budgeting.

Oversees the bid specification process for City buildings and vertical construction projects; reviews and authorizes for submittal of all bid packages prepared by architects and engineers; attends bid openings; reviews bids; participates in approving bid awards; participates in value engineering for cost reductions.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations. Ability to read, understand, and interpret building specifications, drawings, and plans.

Coordinates general repair and maintenance work on city buildings, equipment, facilities, and related systems, including heating/ventilation/air conditioning, plumbing, electrical, gas, structural repairs, and building construction/renovation projects. Repository of information of all City buildings and properties.

Manage renovations: establishes schedules; coordinates moves; reviews and manages project budgets; authorizes project payments to vendors, contractors, and professionals, check for accuracy; and ensures prompt payment to contractors upon timely completion of projects.

Proactive with energy savings and utility cost reductions in facilities; review and research grants for energy saving.

Ensures adherence to established safety procedures; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Determines type/quantity of materials necessary to conduct projects; coordinates availability of equipment, materials, tools and supplies needed for projects; transports, loads and unloads various equipment and materials used in projects.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates requests for new or replacement materials; purchases, orders, or picks up materials as needed.

Inspects buildings, equipment and systems to identify needed repairs; tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate.

Operates a variety of machinery, equipment, and tools associated with constructing, remodeling, repairing, or maintaining buildings and systems, which may include a utility vehicle, air conditioner, chiller, air handler, boiler, heater, generator, pump, skill saw, drill press, drill, torch, gauges, meters, pressure washer, paint sprayer, carpenter tools, painting tools, power tools, mechanic tools, and diagnostic instruments.

Prepares or completes various forms, correspondence, reports, performance appraisals, work orders, purchase orders, cost estimates, billing statements, budget documents, and other documents.

Receives various forms, reports, time sheets, work orders, purchase orders, bids, price quotes, invoices, blueprints, diagrams, manuals, catalogs, policies, procedures, codes, regulations, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, vendors, suppliers, sales representatives, civic organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Ability to prepare and make oral presentations to include researching subject, preparing an outline, preparing the text, preparing handouts and visual aids, anticipating questions speaking to the audience, and answering questions as needed to conduct presentations.

Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise; coordinates work activities with those of other departments, contractors, outside agencies, or others as needed.

ADDITIONAL FUNCTIONS

Provides assistance to other departments as needed; conducts various errands as needed.

Ability to interpret complex legal and technical materials such as contracts, laws, regulations, professional publications, and technical matters.

Performs all duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree required; supplemented by at least five (5) years previous experience and/or training in project management or facilities management that includes supervision and mechanics, painting, plumbing, electrical work, construction or general building maintenance/repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.