



Allen County Job Descriptions

PLANT FACILITIES MANAGER

Department: Coliseum
Classification/Level: Executive

FLSA Status: Exempt
Date Last Reviewed: 4/12

Under the direction of the Vice President of Operations, the Plant Facilities Manager is responsible for the operation and maintenance of the physical plant, facilities, voice and data networks and the general maintenance of the Coliseum.

ESSENTIAL FUNCTIONS:

- Evaluates condition of department facilities and equipment, performing routine equipment inspections, reporting findings and making recommendations to General Manager and/or scheduling necessary maintenance and repairs.
- Coordinates activities of external service vendors and contractors according to guidelines established by the Coliseum.
- Submits proposals for building upgrade projects including, but not limited to, installation of ventilation systems, radio systems, voice and data networking systems, building wiring infrastructure improvements, fire alarm systems, parking lot layout, roof repair and/or replacement.
- Supervises and assists in maintaining accurate maintenance personnel payroll records.
- Maintains inventory of maintenance supplies, requesting supplies as needed.
- Responsible for planning, assigning and directing work and providing on-the-job training of maintenance personnel.
- Monitors personnel ensuring compliance with technical instructions and safety regulations.
- Supervises and directs Chief Mechanical Engineer, Operating Engineer, Maintenance Mechanics, Journeyman Electrician, Electrician, Audio Visual Technician and engineering and maintenance part-time staff on a daily basis.
- Attends events and ensures proper service delivery including set-up as directed. Expected to work event rotation with Vice President of Operations and Assistant Operations Manager.
- Responsible for working with local and state fire marshals for enforcement of building and fire codes. Documents weather and fire evacuation plans and training.
- Assists in the preparation of the annual budget including creating, managing, forecasting and overseeing annual maintenance budget and capital project costs.
- Recruits, interviews and assists in the selection of training for HVAC, mechanical and electrical personnel including planning, organizing and assigning day-to-day work assignments.
- Performs all other duties as assigned.

REQUIREMENTS:

- Bachelor Degree in Building, Construction, Engineering, Maintenance or related field and five years experience working with a comparable facility
- Strong written and verbal communication skills
- Strong Supervisory skills including the ability to plan, direct, supervise and assist in the hiring of subordinate personnel ensuring the safety of others
- Ability to demonstrate technical expertise in the field of Facility Maintenance, Physical Plant Operations including HVAC, Electrical and Carpentry according to National, State and Local building code requirements
- Ability to demonstrate engineering level support for all voice and data systems, procurement, planning and implementation within the Coliseum
- Working knowledge of DataCAD software required for documenting facility construction, infrastructure, electrical, telephone, fire system and other building changes as updates occur as well as event set-up needs
- Ability to operate machinery including, but not limited to, fork lifts, ¾ ton trucks, 5 ton diesel snow plows, scissor lifts, scoreboard hoist, vans and cars.
- Ability to operate high voltage equipment, hand tools, power tools, Chillers and Multiple DX units
- Ability to use Microsoft Office and other job related computer software programs including security cameras and servers, computerized HVAC control systems, lighting control systems, sound systems and fire systems
- Requires the ability to be on-call 24/7
- Ability to function in an Executive level manner especially when dealing with vendors, employees and guests attending events
- Accounting skills to create, manage, forecast and oversee annual maintenance budget and capital project costs
- Extensive knowledge of local, state and national fire and building codes with the ability to apply the codes to events held at the facility

DIFFICULTY OF WORK:

The Plant Facilities Manager performs work that is broad in scope when making decisions and providing recommendations regarding the maintenance of the Coliseum facility and the grounds. Judgment is needed when applying and ensuring building and fire codes are met.

RESPONSIBILITY:

The Plant Facilities Manager provides major contribution involving application of Coliseum policies and procedures when supervising maintenance and engineering staff. Decisions and recommendations are reviewed for overall accomplishment of Coliseum policies.

PERSONAL WORK RELATIONSHIPS:

The Plant Facilities Manager maintains frequent contact with other County employees, vendors, contractors, promoters, clients and guests attending events ensuring proper maintenance of the Coliseum.

WORKING CONDITIONS:

The Plant Facilities Manager performs majority of duties in a standard office environment and throughout a public assembly facility involving walking and/or standing for long periods of time with the ability to frequently lift up to forty pounds with very frequent bending, pushing and/or pulling loads, reaching over head, kneeling and climbing ladders with some crawling with frequent exposure to temperature extremes, dangerous equipment, chemicals, noxious odors/fumes, heights, high voltages and patrons under the influence of alcohol and very frequent exposure to noise.

SUPERVISION:

The Plant Facilities Manager is responsible for supervising two subordinate supervisors and eleven non-supervisory employees including hiring, training, evaluating performance and providing corrective discipline.

LICENSING:

Valid Driver's License to operate County owned vehicles
Fork Truck License

IMMEDIATE SUPERVISOR:

Vice President of Operations

HOURS:

Hours vary requiring extensive overtime depending on event scheduling and building projects including managing emergency repairs with the ability to work on-site and from home.

Requires the ability to be on-call 24/7

EEO CATEGORY:

9016

WORKERS'S COMP CODE:

1501

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____