



ORGANIZATION: City of Lincoln City
JOB TITLE: Facilities Manager
FLSA STATUS: Non-Exempt, Grade 13
UNION: AFSCME
UPDATED: September 2025

PURPOSE OF POSITION:

Overall responsibility for the facility operations of Lincoln Square and all Lincoln City facilities. Plans, direct and oversee all maintenance, repair, renovation, and custodial work by employees and contractors. Ensure facility security. Operate and maintain equipment and ensure safe work practices. Supports and help the PW Director and Supervisors in the operation of all city facilities.

ESSENTIAL JOB FUNCTIONS:

Establishes criteria for ensuring and assessing quality control of all work performed related to the operation and appearance of all city facilities and associated: equipment, grounds, parking lot and systems.

Investigates and assesses the condition of building, equipment, systems and grounds and makes thorough and well researched recommendations for improvements to the Public Works Director, including assessing and reporting budgetary impact. Coordinates with consulting companies for a comprehensive assessment of the building's conditions and structures. Researches the existing reports and documents or creates new ones.

Plans, directs, scopes and oversees work performed by contractors and performs high quality work. Ensure all aspects of the building are clean and well. This also includes overseeing and performing maintenance of all mechanical, electrical and plumbing equipment, including HVAC systems, Building automation and control system, elevator hydraulics, fire sprinkler and alarm, ventilating fans and electrical control units. Some oversight and performance of routine and semi-skilled interior and exterior maintenance including work layout and design, painting, carpentry, cleaning and minor construction is also required.

Provides direct facilities support to the Public Works Director and Supervisors. Directly concerned with strategic business goals and ensuring the facility operations can support these goals. Identifies and pursues opportunities to optimize efficiency and effectiveness in facilities operations. Prepare or provide input on bid specifications.

Completes written reports related to work activities and maintain related records. Create, implement and update preventative and regular maintenance schedules, engage in energy conservation, emergency evacuation and air quality programs. Negotiates with vendors about new service agreements and more cost-effective purchase of supplies. Plan and conduct work and engage in short and long-range planning and budgeting.

Maintains current knowledge of all OSHA standards and best practices for workplace safety and works with the Public Works Director to ensure safety and compliance. This includes preparing and maintaining appropriate documentation for the facility.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Assist the Public Works Director in the analysis, development and implementation of Lincoln Square and other PW facilities security measures as needed. Evaluate, enhance and enforce safety protocols. Monitor public areas from a security standpoint, remaining alert for fire, and attempts at theft, or behavior which may cause damage or distress to building users, equipment or materials.

Use Microsoft Word and Excel and other City programs as well as maintenance specific (intelliweb) software and systems to perform job duties programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Model safety procedures for subordinates. Correct safety issues as identified.

If required, monitors the controls and systems of the Lincoln square remotely. The position includes an on-call duty for the Lincoln Square facility in rotation shifts with other employees.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent plus at least five years' experience performing similar duties or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Comprehensive knowledge of equipment and facility maintenance programs and procedures, knowledge of equipment, materials and methods used in routine custodial and semi-skilled facilities maintenance work (e.g. plumbing, electrical). Ability to plan, organize and delegate work to achieve desired results. Ability to define and solve problems, collect data, present facts and recommendations effectively in oral and written form. Ability to read, analyze and interpret complex documents, write reports and make presentations. Ability to recognize and correct unsafe conditions, work practices, and hazards associated with supplies and equipment used in performing the duties of the position. Knowledge of general building security measures and ability to diffuse situations. Engineering, math, customer service, project management, organizational and computer skills are required.

SPECIAL REQUIREMENTS/LICENSES:

Possession of valid driver's license and a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS:

Possession of journey level certification in building trade, State of Oregon Electrical license and Level II Building Operation certification. Additional training or experience in security measures and techniques.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, push, pull, twist, bend, climb, kneel, lean, stoop, balance, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds. Manual dexterity and coordination are required over 80% of the work period while operating hand and power tools and other building maintenance and custodial equipment. Must be available to act as an Emergency Responder. May be required to work weekends and evenings.

WORKING CONDITIONS:

The work period is approximately 80% indoors and 20% outdoors with exposure to all weather conditions and associated hazards of building maintenance occupation. Position is subject to emergency on-call response after normal duty hours on a rotational basis. Requires working on rotating shifts, weekends and holidays. Limited to call-outs for the Lincoln Square building only. Call-outs are limited to emergencies that may result in damage or compromise safety to life or property. Alarms will be considered an emergency.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function of this position, may provide training to staff as appropriate.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.