

SPRING VALLEY LAKE PUBLIC SAFETY DEPARTMENT

Facilities Maintenance Manager Job Description

Job Title: Facilities Maintenance Manager

Department: Maintenance

Location: 13325 Spring Valley Parkway

Reports to: Director of Operations

Last Updated: 11/17/2022

Status & Salary: \$59,000.00 - \$67,000.00

POSITION SUMMARY:

The Facilities Maintenance Manager is responsible for the overall repair and maintenance of all Association buildings and common areas. Establish preventative maintenance plans and procedures, develop routine maintenance schedules for all facilities and organize repair work. The Maintenance Department shall perform all support and services in a manner consistent with standards, goals, objectives of the Spring Valley Lake Association. The Facilities Maintenance Manager is responsible for ensuring that all events are setup as described on the event sheet layout and maintenance coverage is staffed sufficiently during events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for accurate and complete records on the maintenance departments' payroll, manage and schedule workforce workload.
- Directs and supervises maintenance staff and subcontractors.
- Supervises periodic maintenance, servicing and inspection of equipment including central air conditioning, heating and ventilation systems, plumbing fixtures, sewage systems, electrical fixtures and circuitry, pumps, motors, related instruments and controls, etc.
- Ensure all properties and amenities are safe and compliant to all regulations and requirement.
- Responds to after-hours emergency calls. Employee understands that the position requires Employee to be on call 24/7.
- Establishes corrective and emergency maintenance procedures.
- Coordinates preventative maintenance program and schedule for all facilities, equipment, tools, vehicles, and buildings. Monitors facility equipment warranty schedules.
- Prepare and maintain records of repairs and worked performed.
- Manage all hardware, equipment and order all maintenance supplies.
- Participates in interviewing, hiring, evaluating, and supervise maintenance staff.
- Recommends and performs technical training to staff.
- Supervises all administration relative to facility maintenance, to include preparation of work schedules, goals, objectives, and purchase/requisition documents. Provides related management information products as requested.
- Ensures a highly efficient safety program, with emphasis on awareness and OSHA compliance.

- Responds to, and resolves problems or complaints raised by building occupants in a systematic and professional manner with follow up correspondence.
- Plan and schedule appropriate staff, equipment and resources for scheduled events.
- Review and ensure all permits and licenses are current and renewed before the expiration dates including (i.e. Vehicle registration, smog requirements, SB County-CUPA, marina fuel dispenser, fuel intake operate, SBC fire kitchen hood, SB county-public eating, FCC-Radio, SB county Flood control access, Bathing-beach area welding room, Vapor recovery, fire extinguishers, fire sprinkler system, occupancy permits, compressor, etc.)
- Maintain lake standards according to SVLA Lake management Standard Operating Procedures and consultant recommendations. Delegate appropriate staff to ensure SVLA's lake goals are accomplished.
- Water wells general understanding of efficiency and operations
- Lab equipment knowledge and understanding of use and care.
- Water sample data knowledge and general understanding of what the information is and effects of the results.
- Water treatment and application knowledge, general understanding of dosages and effects.
- General lake chemistry understanding.
- Maintains and repairs all mechanical systems, to include HVAC, refrigeration, kitchen equipment, plumbing, safety & life systems, sewage systems and audiovisual equipment.
- Maintains all electrical systems, to include lighting, office equipment, and general Association requirements.
- Maintains and conduct routine inspections on structural integrity of all buildings to include foundations, trusses, walls, and roofs.
- Reviews all facility maintenance contracts/agreements and ensure terms and conditions are implemented.
- Maintains fire prevention program and requirements to include required maintenance, inspections, and documentation.
- Ensures lake, beach swim area chemical levels are maintained to code requirements and documented. Ensures lake and beach swim area maintenance schedule is established and executed periodically.
- Maintains contact with and obtains outside professional assistance when required.
- Responsible for trail, landscaping and ground landscaping maintenance.
- Secures permits and licenses for building, as required.
- Evaluate, inspect and manage the quality of service provided to the equestrian estate barns, trails and facilities.
- Conduct a minimum of two (2) monthly documented inspections of all SVLA properties/amenities.
- Enforce department's uniform and grooming standards.
- Enforce the Maintenance departments Standard Operation Procedures.
- Anticipates and remains available to be scheduled for community events when requested by Manager.
- Responsible for managing the equestrian estate, supervise staff and assign duties to ensure completion of daily tasks and according to Standard Operation Procedures.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational skills and leadership abilities required.
- Ability to manage projects effectively, timely and with adequate resources.
- Knowledge of finance principles in budget preparation and administration.
- The ability to use good judgment and decision-making skills to evaluate crisis situations, establish priorities and resolve and mediate matters.
- Demonstrated ability to effectively supervise several people and projects, and to train, develop and mentor employees.
- Ability to work with diverse individuals regardless of their age, race, or mental status.

REQUIRED QUALIFICATIONS:

- High School diploma or GED.
- At least 4 years of facilities maintenance experience, at least two (2) years in a supervisory capacity.
- Experience in planning and maintenance operations.
- Knowledge of facilities machines and equipment.
- Understanding of technical aspects of plumbing, carpentry, electrical systems, etc.
- Knowledge of relevant OSHA standards.
- Computer skills, with working knowledge of the primary Microsoft Office programs.
- Must be detailed oriented, plan and manage projects, multi-task and meet deadlines in a fast-paced environment.
- Possession of, or the ability to obtain a valid California Driver's License.
- Valid Driver's License - Driver's license must be maintained and acceptable according to SVLA's insurance standards.
- Ability to successfully pass a background check and other pre-employment screening.
- Ability to work rotating shifts, respond to on-call emergencies, work overtime, and be available to work weekends and holidays when necessary.

WORK ENVIRONMENT:

- The work is performed primarily outside and includes seasonal exposure to cold and heat.
- The worker is also exposed to awkward/confining workspace, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, visual strain, wetness/humidity, and mechanical hazards.
- The worker is exposed to equestrian elements and must be confident working around horses.
- Worker is responsible for the overall maintenance of the equestrian estates.

PHYSICAL REQUIREMENTS:

- Climbing, balancing, reaching, standing, walking, grasping, feeling, talking, and hearing are other physical activities that are required frequently for this position.
- Able to work in small and confined spaces for extended periods of time.
- Must be able to stand for extended periods of time.
- Required to use close vision and be able to read or see obscure or faint printing with or without corrective lenses. This includes, but not limited to, blueprints.

- Ability to operate a vehicle in conditions which sometimes can be hazardous, in a safe manner without injury to oneself or others.
- Must be able to lift to 100 pounds.
- Ability to work on a ladder or mechanical lift at heights of up to 20 feet.
- Ability to work around water and on SVLA vessels.
- Required to maintain the lake and have working knowledge of lake maintenance methods.
- Must be able to supervise all staff maintaining the lake.
- Regular attendance is a necessary and essential function.

APPEARANCE AND GROOMING:

- Maintain a clean, well-groomed, professional appearance at all times.
- Ability to have a professional demeanor and present oneself in a manner most likely to inspire public confidence and respect.
- Ability to Comply with the Department's uniform and grooming Standard Operating Procedures.

ADDITIONAL INFORMATION:

The statements indicated in this job description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, functions, duties, and/or skills required of the individual. The right to add to or change the duties of the position at any time is retained by the GM.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.