



# JOB OPPORTUNITIES

**JOB TITLE:** Manager – Facility Systems

**JOB ID:** 24000033

**SALARY:**

**Grade 59**

Minimum: \$1,744.83/week

Midpoint: \$2,181.03

**DEPARTMENT:** Facilities Management

**SUPERVISOR:** Director – Facilities Management

**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., Monday – Friday.

**WORK LOCATION:** 301 E. Central

**PURPOSE OF POSITION:**

Under the direction of the Director-Facilities Management, supervises subordinate personnel and contract activity and performs a variety of engineering and administrative functions to ensure that major systems at CU facilities are operational and well maintained. These major systems include but are not limited to HVAC, HVAC controls, Electrical Power and Lighting, Generators/UPSs, Air Compressors, fire alarms, and fire suppression. Makes sure replacements are scheduled and planned through the long-range plan and budgeting processes. Devises approaches to problems encountered. Schedules, conducts, or coordinates detailed phases of the engineering work and design as needed for major projects or in a total project of moderate and routine nature. Oversees related construction to its successful completion.

**ESSENTIAL JOB FUNCTIONS:**

1. Oversees the preparation of design plans, specifications, and contract documents related to building systems such as HVAC, HVAC Controls, electrical power and lighting, fire alarms and sprinklers, elevators, generators, UPS, etc. Implements and oversees preventive maintenance programs for facility systems where appropriate.

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2. Responsible for the Professional Selection of the Mechanical/Electrical Engineering consultants according to policy 4.00. Negotiates consultant contract terms and conditions and reviews and evaluates consultant designs. Manages these engineering contracts.
3. Prepares bid documents and manages contracts for facility systems blanket service contracts, including generator maintenance, electrical systems, fire protection systems, HVAC and HVAC controls, ice machines, UPS systems, etc.
4. Works across departmental lines to assist other City Utilities' groups with projects that may involve issues related to HVAC, HVAC Controls, electrical power and lighting, fire alarms, fire suppression, elevators, generators, UPS systems, etc.
5. Performs or reviews evaluations of alternate methods for proposed projects.
6. Monitors and reports on the progress of projects, in term of both schedule and comparison to budget and performs and/or coordinates engineering and inspections and evaluations of design and construction when required. Coordinates design with field conditions in regard to building systems.
7. Oversees the preparation of contract documents, evaluates bids and contract change orders and makes appropriate recommendations.
8. Coordinates preparation of engineering cost estimates for capital and non-capital projects and prepares cost estimates and schedules for the Long-Range Plan and the annual budget.
9. Prepares start-up procedures for various systems and supervises equipment installation, startup, and sustained operation.
10. Conducts investigations, designs, permitting, and system modifications as required.
11. Researches system equipment and prepares assessments as required.
12. Prepares formal reports of the results of studies, testing, and operation of building systems stating conclusion reached and offering recommendations.
13. Supervises the preparation, reviews, and approves contract documents required for facility system construction projects. Certifies documents prepared under his or her immediate supervision, by applying his or her Professional Engineer's Seal when appropriate.
14. Performs evaluations of new materials and/or equipment items to be used in building systems. Periodically reviews and evaluates specifications of materials and/or equipment items currently used.
15. Supervises assigned contracts to ensure compliance with drawings and specifications, including supervision of project inspectors.

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16. Supervises, directs, and evaluates the work of the City Utilities' HVAC Technicians in the maintenance, repair, and replacement of City Utilities' HVAC equipment, systems, and controls.
17. Reviews and tracks contractor's pay requests and contract payments for accuracy and prepares forms for payment.
18. Provides guidance on issues relating to indoor air quality and compliance within City Utilities' facilities.
19. Manages assignments in absence of Director–Facilities Management.
20. Prepares schedules and reports using computer and software.
21. Assists the Director-Facilities Management with annual budget preparation, as well as department's five-year and long-range planning.
22. Performs other related duties as required or assigned by management.

## **QUALIFICATIONS:**

### **Education and Experience:**

Bachelor's degree in Engineering from a school with a program accredited by the Accreditation Board of Engineering and Technology is required. A degree in Mechanical Engineering or Electrical Engineering is preferred. Must have 10 or more years of recent progressively responsible engineering experience, preferably in facilities maintenance, facility systems, or a related field. Two years of supervisory experience is required.

### **Licensing/Certification:**

Must hold and maintain a valid license as a Professional Engineer in the State of Missouri and must keep his/her engineering certification current. PE licensure from another state will be accepted but applicant will be required to obtain a Missouri Professional Engineer license within twelve months.

Must have a valid driver's license (minimum Class F).

### **Knowledge, Skills, and Abilities:**

- Possesses comprehensive knowledge of, and ability to successfully apply the most current engineering principles, concepts, and practices to provide solutions.
- Ability to:
  - Demonstrate a customer-focused orientation and project a positive image of the Utility to the public.

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- Interpret philosophies and practices of management.
- Meet deadlines and schedule work for timely completion.
- Present information clearly, concisely, and convey technical information in non-technical terms with excellent verbal and written communication skills.
- Be detail oriented, highly organized, and individually responsible.
- Conduct business negotiations with large and small customers for utility service, either one-on-one or in a group setting.
- Be skilled in computer applications including spreadsheets, databases, and word processing software.
- Work effectively under pressure and handle numerous assignments simultaneously.
- Effectively lead teams and promote positive change at the departmental and organizational levels through a continuous improvement mindset.
- Ensure EEO/AAP compliance according to CU's policy 2.29.

### **Physical Requirements:**

Typically, sedentary work. Ability to express or exchange ideas by means of the spoken word and receive detailed information through oral communication. Substantial movements of the wrists, hands, and/or fingers, and close visual acuity to operate a computer is required.

Must be physically able and ambulatory enough to conduct field inspections on construction sites. Must be able to bend, stoop, climb stairs and ladders, and be able to maneuver into tight spaces in order to adequately inspect facility systems equipment and contractor's work.

### **Working Conditions:**

Normal office environment. May perform field duties in all weather conditions.

### **Miscellaneous Requirements:**

- Employee must remain alert and aware of their surroundings at all times and maintain the ability to respond to changing circumstances in a timely manner.
- Must be able to work successfully with diverse groups of people.

### **TESTING:**

Testing may be required.

### **HOW TO APPLY:**

Interested applicants may apply online at [cityutilities.net](http://cityutilities.net) under Careers/Search Jobs.

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