



FACILITIES MANAGER #2209-208810-01

Date Opened Thursday, September 22, 2022 1:55 PM

Close Date Open Until Filled

Section Police

Salary \$76,519.00 to \$97,000.00/year

INTRODUCTION

The Charlotte-Mecklenburg Police Department is a highly respected law enforcement agency, both in our community and nationally. Our progressive department provides exciting opportunities for law enforcement professionals to develop partnerships with our citizens in order to prevent the next crime, and to enhance the quality of life within our community always treating people with fairness and respect. The department employs nearly 2,000 sworn officers and over 500 civilians serving a jurisdiction with close to 1 million people. Our employees are men and women from diverse backgrounds interested in meeting the needs of and serving an equally diverse community. The men and women of the CMPD are committed to providing the very best service possible and maintaining the high level of confidence this community has in us.

OVERVIEW

The City of Charlotte is the largest municipality in North Carolina and the 17th largest city in the United States, with a total population of more than 872,498 citizens. A major commerce center, Charlotte hosts several of the nation’s largest banks and technology companies.

Also known as the Queen City, Charlotte is home to the Carolina Panthers, the Charlotte Hornets and the NASCAR Hall of Fame. We work hard to ensure that the community will be a winning city for everyone – a truly remarkable place to live, work, learn and play. Join us in helping to keep our City thriving, ensuring upward mobility and advancement in the workplace.

SUMMARY

Under the general direction of the Police Major, the Facilities Manager supports the functional, efficient, and safe operations of all CMPD facilities for staff and citizens. The Facilities Manager utilizes technical knowledge to investigate, research, and provide solutions to issues affecting facility operations. This position is accountable for the management of multiple projects which can exceed a million dollars in value. Projects are generally considered an improvement to, an upgrade, replacement, or new installation of a building system, component, and/or control. Project functional areas can range from mechanical, electrical, structural, architectural/interior design, site improvements, surveillance, and access control.

MAJOR DUTIES AND RESPONSIBILITIES

- Serves as subject matter expert to an assigned building trade, responsible knowledge of applicable code, laws, ordinances, regulations, and best practices in the assigned.
- Communicates and collaborates with internal staff for the purpose of keeping stakeholders abreast of project status and resolving issues; research investigates and responds to operational emergencies to ensure safe and efficient facilities.
- Manages facility projects assigned by area of expertise from inception to completion; project responsibilities include developing specifications, the scope of work, collaborating with the City of Charlotte Budget Department to manage the bid & selection process, project management oversight, serving as a point of contact for site inspections, conducts quality checks on contractor's work to ensure conformance to contract terms, completes work completion form, performs project closeout.
- Reviews engineering/architectural design plans and specifications; provides insight on City standards.
- Establishes goals and objectives for the Administrative Services Group for operational effectiveness by ensuring daily maintenance and cleanliness of assigned facilities and scheduling preventative maintenance requirements that are performed in-house or under contract.
- Reads understands, and interprets blueprints; prepares schematics and flow diagrams, charts, and other graphic display drawings as requested.
- Manages service contracts for assigned areas; maintains ongoing communication with contractors; performs periodic site checks to ensure quality standards and contract terms are met.
- Assists with the preparation of the facilities sustainment plan.
- Manages all documentation including warranties and manuals and information flow related to the project; compiles reports on an as-needed basis; handles permitting depending on the scope of the project.
- Supervises employees and/or monitors the progress of vendors and contractors.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of technical aspects of the assigned field of specialty
- Knowledge of applicable standards, ordinances, codes, and regulations required by the state, local, and county ordinances.
- Knowledge of safety practices and procedures
- Knowledge of basic budgetary and administrative principles

- Strong organizational skills
- Knowledge of building trades terminology
- Knowledge of recordkeeping procedures
- Strong interpersonal skills
- Ability to deal professionally with clients/vendors/associates on phone & in person
- Complete assignments using initiative & general instructions
- Ability read, understand, and interpret building plans and specifications
- Ability to work effectively with contractors, engineers, commissioned architects, consultants, District staff, and the public
- Ability to operate standard office equipment including computers and related software applications

ADA and Other Requirements:

Positions in this class typically require grasping, talking, hearing, seeing, and repetitive motions including walking. The employee must be able to execute the essential job functions of the position.

Physical Requirements:

- Remaining in a stationary position, often sitting, or standing for prolonged periods
- Occasional movement throughout the workday daily to interact with staff and accomplish tasks
- Communicating both verbally and written to exchange information
- Repeating motions of holding, grasping, and turning, that may include the wrist, hands, and/or fingers
- Light to moderate lifting and carrying
- Lift up to 50 pounds
- Work primarily in an office environment
- Ability to operate office equipment, such as computer, copier, fax machine, and phone

Sensory Requirements:

- Concentrated and attentive use of one or more senses (visual, audio, and other sensory modalities) for proofreading, data entry, and tabulating data.
- Ability to operate in an environment with frequent interruptions from people and or noises, which in return could result in some level of stress, fatigue, or strain.
- Comprehensive written information in work-related documents.
- Ability to hear, understand, and distinguish speech.

Working Conditions:

Work is performed in an indoor office environment with moderate exposure to atmospheric conditions; moderate exposure to environmental conditions (such as officers, community members, victims, etc.); and frequent exposure to computer screens, files and phones. Typically, the employee may sit comfortably to perform the work; however, there will be walking conducting inspections and tours; standing; bending; carrying light items; driving an automobile, etc.

PREFERRED QUALIFICATION

Bachelor's Degree in Architecture, Engineering, Management, or related discipline; relevant work experience may substitute for the degree requirement on a year-for-year basis, and 5 years of related work experience managing facility projects in a commercial or environment.

Project management experience e required; project management certification is preferred.

Experience in facility design or construction management is preferred.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and ability required to perform the job.

MINIMUM QUALIFICATIONS

- Valid North Carolina or South Carolina Driver's License
- High school graduate or equivalent and nine years relevant experience.

OR

- Associate's Degree and seven years relevant experience.

CONDITIONS OF EMPLOYMENT

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

The City of Charlotte is an Equal Opportunity Employer.

HOW TO APPLY

Apply online.

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job.

You are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available. Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays.

Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to CityHrJobPostingsNotify@ci.charlotte.nc.us.

BENEFITS

The City of Charlotte provides a comprehensive benefits package to all employees.

[Click here to learn more about the City of Charlotte's benefits.](#)

The City of Charlotte is a drug and alcohol-free workplace.

IN CONCLUSION

If you have technical issues submitting your application, [click here](#).

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

 [Apply Online](#)

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