



CITY OF DUBUQUE
invites applications for the position of:
**Project and Facilities
Manager**

An Equal Opportunity Employer

SALARY: \$87,318.40 - \$114,212.80 Annually

OPENING DATE: 08/25/22

CLOSING DATE: Continuous

POSITION SUMMARY:

**This position will be posted until filled.*

<https://www.cityofdubuque.org/439/Leisure-Services>

GENERAL SUMMARY: Leads and manages capital projects, facility maintenance projects, special projects and initiatives as well as lease and agreement administration for the Leisure Services Department divisions, programs and service areas including, but not limited to, parks, trails, recreation, Civic Center, Conference Center and Mystique Community Ice Center; and performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS: Work in this class involves responsibility for leading, directing, coordinating, planning, and managing capital construction projects, special projects, and facilities maintenance projects. The employee in this class reports to the Leisure Services Manager and leads the Department's capital and facilities projects. Working as an integral part of a team is vital to establishment of data driven, high performance division with a focus on outcomes. The Leisure Services Manager provides general supervision, and the work and performance are reviewed and evaluated by the Leisure Services Manager and is assessed through reports, conferences, and results achieved. The Project and Facilities Manager must exercise leadership, initiative, innovation, and a high level of judgment and discretion.

JOB DUTIES:

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CAPITAL PROJECT MANAGEMENT:

- Manage the inception, planning, estimation, budgeting, proposals process, bidding, contracts process, permitting, designing, acquisition, renovation and/or construction through post go live phases for Leisure Services facilities and infrastructure including, but not limited to, recreation facilities and amenities, buildings and structures, parks, trails, Civic Center, Conference Center, Ice Center, and parking lots.
- Lead and manage project teams that involve in-house staff, various city departments, consultants, and other stakeholders.

FACILITY MAINTENANCE MANAGEMENT:

- Plan, budget and coordinate the repair or replacement of major building system components including HVAC, MEP, building envelope and site elements as well as major building system

components.

- Schedule periodic maintenance work and perform inspections of facilities.
- Use enterprise-wide work orders and asset management software systems.

LEASE, AGREEMENT AND CONTRACT ADMINISTRATION:

- Manage and administer agreements and contracts for capital projects, major maintenance work and projects, leases and use agreements, grants, operations improvements, and partnerships.

HIGH PERFORMING GOVERNMENT:

- Assist in driving department transformation to deliver innovative solutions that challenge traditional ways; implement new and innovative ways of accomplishing Department objectives.
- Work with highly skilled, diverse team to research, recommend and use latest methods, best practices to achieve department and city goals.
- Develop and monitor performance measures; contribute to data driven organization.
- Apply sustainability, resiliency, equity, diversity, and inclusion principles to assigned work.
- Desire to be part of an organization that values service, people, integrity, responsibility, innovation, and teamwork (SPIRIT).
- Follow a management philosophy that is input oriented and values problem solving and development of partnerships.

COMMUNICATION:

- Engage stakeholders, partners, regulatory agencies, contractors, citizens and various city departments producing outcomes, resulting in the highest levels of customer service and working relationships.
- Contribute to or write grants, prepare long range plans, reports, and presentations.
- Foster collaborative relationships and partnership building.
- Advise on legal and regulatory compliance matters, occupational hazards and safety precautions, plan approval by various jurisdictions, and city code, state and federal law relative to the work of the position.
- Lead community engagement processes.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Administration and Management** - Knowledge of administration and management principles involved in strategic planning, resource allocation, information analysis, detail oriented, leadership technique, production methods, and coordination of people and resources.
- **Leadership** – Ability to lead independently, collaboratively, proactively, taking initiative and multitask.
- **Workload Management** - Ability to prioritize multiple and changing work requests and priorities to meet project scopes, schedules, budgets, and risks.
- **Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and construction of public improvements.
- **Building and Construction** - Knowledge of materials, methods, tools involved in the design, construction, repair or life of public infrastructure and facilities.
- **Mathematical Reasoning** - Choosing the right type of math to solve a problem.
- **Visualization** - Imagining how something will look after it is moved around or changed.
- **Production and Processing** - Knowledge of materials, processes, quality control, costs, recordkeeping, and other techniques for maximizing the effective projects and operations of the Leisure Services Department.
- **Public Safety and Security** - Knowledge of relevant policies, procedures, strategies and equipment for the protection of people, data and property.
- **Critical Thinking, Judgement, and Complex Problem Solving** - Thinking about the pros and cons of different ways to solve a problem, different options and selecting the best one, creating new and unique solutions and ideas, and use of deductive and inductive reasoning.
- **Computer** – Skills in administrative and computer procedures and systems such as enterprise-wide work orders, asset management, GIS and 365 software use, managing files and records, designing and use of forms.

- **Speech Clarity** - Speaking clearly.
- **Active Learning and Listening** - Figuring out how to use new ideas or things while listening to others, not interrupting, and asking good questions.

WORKING CONDITIONS: Work is performed in all weather conditions including wet, hot, cold, indoors, and outdoors; standing and walking for extended periods of time; walking on uneven surfaces; climbing stairs and ladders; bend, squat and kneel; occasional pushing, pulling and lifting up to 25 pounds.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's degree or major coursework in civil engineering, construction engineering technology, construction management, operations management and supervision, facilities or business management; or public or business administration; or
- Any equivalent combination of experience and training.
- Ten (10) or more years of capital improvement project management and facilities management experience.
- Possession of and ability to maintain a valid state driver's license.

SUPPLEMENTAL INFORMATION:

RESIDENCY REQUIREMENT: Employee shall establish their principal place of residence within thirty (30) miles of the corporate limits of the city of Dubuque as soon as practicable after appointment, but within two years of appointment.

FLSA STATUS: Exempt

The City of Dubuque does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, differing ability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state or local law. The City of Dubuque encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofdubuque.org/2087/Job-Opportunities>

Job #4055-08252022
 PROJECT AND FACILITIES MANAGER
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OUR OFFICE IS LOCATED AT:
 Human Resources Department
 50 W 13th Street
 Dubuque, IA 52001
 563-589-4125
humanresources@cityofdubuque.org

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Project and Facilities Manager Supplemental Questionnaire

- * 1. PROOF OF VACCINATION STATUS: I acknowledge understanding that a contingency of any employment offer, as a new or returning employee, requires that I either show proof of vaccination against COVID-19 or request and be granted a medical or a bona fide religious exemption.

Acknowledged

* Required Question