

ASSISTANT FACILITIES MANAGER

The City of Harrisburg is accepting applications for Assistant Facilities Manager in the Department of Parks and Facilities. The Assistant Facilities Manager is responsible for performing repairs and preventative/predictive maintenance tasks for the mechanical systems in multiple City buildings, with an emphasis on HVAC systems. Evaluates system failures to determine the root cause, troubleshoots, and carries out repairs of facility mechanical equipment. This position is responsible for the care, maintenance, and repairs of City facilities, as well as the safety and security of the employees and visitors in those locations. Assists and supports other maintenance technicians (employees and contractors) in the maintenance and/or repair of equipment. Advises the Facilities Director of any equipment needs and assists in research for contracted services as needed. Assists with snow removal in extreme circumstances. This position reports directly to the Facilities Director. This is a management, FLSA exempt position. Position will require a scheduled on-call rotation.

Qualified applicants will possess a high school diploma or equivalent; an associate degree in a technical discipline is preferred. Must have HVAC Certification. Minimum of five (5) years of maintenance experience in public or commercial environment. Any other combination of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$50,000 to \$55,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

Job Title**Assistant Facilities Manager – Department of Parks and Facilities****Definition**

The Assistant Facilities Manager is responsible for performing repairs and preventative/predictive maintenance tasks for the mechanical systems in multiple City buildings, with an emphasis on HVAC systems. Evaluates system failures to determine the root cause, troubleshoots, and carries out repairs of facility mechanical equipment. This position is responsible for the care, maintenance, and repairs of City facilities, as well as the safety and security of the employees and visitors in those locations. Assists and supports other maintenance technicians (employees and contractors) in the maintenance and/or repair of equipment. Advises the Facilities Director of any equipment needs and assists in research for contracted services as needed. Assists with snow removal in extreme circumstances. This position reports directly to the Facilities Director. This is a management, FLSA exempt position. Position will require a scheduled on-call rotation.

Equipment/Location

Office is located in the McCormick Public Services Center; however, work is performed in City-owned buildings and various locations throughout the City. Work involves the use of hand and power tools and climbing ladders, bending, and lifting heavy objects weighing up to 90 lbs. Employee may be exposed to adverse conditions including extreme hot and cold temperatures, inclement weather, loud noise, low light, dirt, dust, fumes, hazardous chemicals, wet areas, and confined spaces. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, evening, weekend, and holiday work is to be expected. This position is an emergency personnel position and requires the incumbent to be in an on-call status.

Essential Functions

The Assistant Facilities Manager is responsible for carrying out a preventive maintenance program consisting of routine inspections/maintenance and testing to ensure building systems, specifically HVAC systems, are operating smoothly and correctly. Responds to emergencies expeditiously to ensure that downtime is kept to a minimum. Maintains a stock of spare parts, maintenance materials, supplies, and tools on-site to keep outage time to a minimum. Supports the Facilities Director in all operational/technical activities and acts as the subject matter expert for systems assigned to them. Assists the Facilities Director in contractor communications. Serves in a substantial role in renovation and remodeling projects throughout the City. Must be a good steward of all City facilities. Maintains a safe work environment. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

Non-Essential Functions

Performs other related duties as required.

Job Title**Assistant Facilities Manager – Department of Parks and Facilities****Required Knowledge and Abilities**

- Thorough knowledge of mechanical and HVAC systems.
- In-depth knowledge of building automation systems.
- Ability to multi-task, troubleshoot, evaluate and repair equipment is critical to the success of this role.
- Knowledge and understanding of diesel engine maintenance and operations, life-safety systems, power generation units, pumps, compressors, bearings and packings, all types of flushometers and pneumatic systems.
- Knowledge of electrical systems, including single phase, three phase, 120-480V, low voltage switching systems, contactors, relays, etc.
- Ability to read and interpret schematics and blueprints.
- Ability to work on large equipment.
- Knowledge of commercial building codes and safety requirements.
- Ability to take initiative and work independently.
- Ability to identify and implement best practices for preventive maintenance and health and safety.
- Understanding of and experience in the proper use of all personal protective equipment and all specified technical field-related equipment.
- Knowledge of basic building design, principles, and practices for construction, roofing, and mechanical and hydraulic systems.
- Basic knowledge of energy conservation principles.
- Demonstrated knowledge of construction codes, health and safety regulations, and state and local regulations regarding the maintenance of buildings and equipment.
- Ability to understand and follow oral and written instructions.
- Proficiency in all current standard computer applications, specifically Microsoft Office.

Qualifications

High school diploma or equivalent.

Associate degree in a technical discipline is preferred.

Must have HVAC Certification.

Minimum of five (5) years of maintenance experience in public or commercial environment.

Any other combination of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Valid Pennsylvania Driver's License, Class C, or equivalent.