

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: 23270  
SALARY GRADE: E18  
EFFECTIVE/DATE: 1/1/2023**

**DIRECTOR OF PUBLIC FACILITIES**

**Definition**

Under administrative direction of the Chief of Public Facilities Officer, plans, coordinates and directs the operations of the City of Aurora Public Facilities Department, overseeing the Central Services, Route 25 & Route 59 Transit, Motor Vehicle Parking, Aurora Airport, Fleet Maintenance, Parks & Recreation, Phillip's Park Golf Course, Phillips Park Zoo, and Animal Control Divisions. Implements various fleet and facility maintenance programs and services.

**Essential Functions of the Job**

1. Directs and supervises a large department comprised of multiple divisions and over 150 full time, part-time, and seasonal staff.
2. Plans, directs and coordinates a comprehensive daily maintenance program; through administration of schedules, administration of maintenance agreements, and supervision of the work activities of a staff of managerial, skilled workers and outside vendors engaged in the fleet maintenance, construction, maintenance and repair of buildings and properties throughout the City of Aurora.
3. Establishes and implements departmental operating policies and procedures to ensure the most efficient methods and economical means of maintenance programs; identifies priorities and delegates assignments accordingly.
4. Oversees the various departmental operating plans, reports, and activities, providing technical advice and assistance as required. Implements all new or revised policies or procedures approved by the Mayor and City Council. Coordinates work within the Department and combines manpower and equipment to handle emergency situations.
5. Provides oversight for the preparation of divisional budgets and assists with the preparation of the department budget.
6. Provides oversight of the planning, budget administration, and coordination of the City's fleet operations including the parts, preventative maintenance, repair, specifications, purchase recommendations and training functions.
7. Oversees the administration of City's short and long term fleet needs, evaluates competitive approaches to fulfilling those needs and implements purchase/lease programs which best serve the needs of user departments and the city as a whole.

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8. Establishes and administers a comprehensive Deferred Maintenance Plan for all city buildings long term.
9. Administers the inventory of city owned properties and implements a comprehensive plan for the property management responsibilities.
10. Coordinates activities of the Central Services Division with various City departments (e.g., Street Department, Engineering Department, Planning Department, etc.) for resolution of problems concerning properties; ensures the investigation of complaints; disseminates information concerning divisional functions, when necessary.
11. Prepares records, reports and files; reviews and maintains employee activity logs; maintains and provides for the updating of building contents and maps.
12. Negotiates contract agreements concerning fleet, building maintenance, and related issues.
13. Performs other related duties as required or assigned.

### **Required Skills and Knowledge**

- Requires thorough knowledge of the principles, practices and techniques involving the design, construction, operation, critical systems, and maintenance of buildings.
- Requires ability to devise, layout and supervise varied design, construction and maintenance operations.
- Requires thorough knowledge of fleet operations
- Requires ability to organize, plan and coordinate the activities of a multiple divisions.
- Requires ability to develop and implement long-range plans and programs.
- Requires ability to make decisions on divisional policies and on complex administrative problems and issues.
- Requires ability to establish and maintain effective working relationships with other City officials, departmental officials, employees, and the general public.
- Requires the ability to make decisions that are consistent with program development and normal budgetary constraints.

### **Qualifications for Hire**

- Bachelor's Degree or equivalent work experience.
- Requires at least ten (10) years of progressive management experience.
- Requires at least eight (8) years of experience in facilities management operations.
- Requires at least four (4) years of experience in fleet management operations.
- Requires a valid driver's license.