

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 23271
SALARY GRADE: E19
EFFECTIVE/DATE: 1/1/2023**

CHIEF PUBLIC FACILITIES OFFICER (CPFO)

Definition

Under administrative direction of the Mayor, plans and directs the operations of the City of Aurora Public Facilities Department, comprised of 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.

Essential Functions of the Job

1. Oversees a large and diversified department of over 150 full time, part time, and seasonal staff, coordinating and providing direction to multiple divisions within the Public Facilities Department.
2. Establishes and administers departmental operating policies and procedures to ensure the most efficient methods and economical means of maintenance programs; identifies priorities and delegates assignments accordingly.
3. Reviews the various departmental and divisional operating plans, reports, and activities, providing technical advice and assistance as required. Notifies division heads of all new or revised policies or procedures approved by the Mayor and City Council.
4. Forecasts and prepares the annual department budget, providing input for the formulation of a ten-year Capital Improvement Plan. Oversees the expenditures of budgeted funds, ensuring strict adherence to the City's procedures in accordance with fiscal ordinances.
5. Studies and develops long-range planning documents, defining objectives and strategies for the Department and its various divisions. Reviews recommendations from the City Council and the public and investigates and determines the feasibility of same.
6. Provides oversight of the City's fleet operations including motor fuel inventory and distribution, parts procurement, preventative maintenance, repair, equipment specifications, purchase recommendations, and training functions.
7. Administers the inventory of city owned properties and coordinates a comprehensive plan for the property management responsibilities.
8. Provides oversight of the establishment and administration of a comprehensive, long term, Deferred Maintenance Plan for all city buildings.

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9. Coordinates the development, implementation, administration of various fleet and facility maintenance programs and services.
10. Provides oversight of the preparation and presentation of resolutions to City Council.
11. Attends and participates in departmental staff meetings, committee meetings, professional conferences and other meetings as required.
12. Oversees and or negotiates contract agreements within the Public Facilities Department.
13. Performs other related duties as required or assigned.

Required Skills and Knowledge

- Requires extensive knowledge of the principles, practices and techniques involving building design, construction, operation, critical systems, and maintenance.
- Requires extensive knowledge of fleet operations
- Requires ability to organize, plan and coordinate the activities of multiple divisions.
- Requires ability to develop and implement long-range plans and programs.
- Requires ability to analyze, forecast, and formulate annual budgets
- Requires ability to make decisions on departmental 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 twelve years (12) of progressive management experience.
- Requires at least ten (10) 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.