



Arkansas Game and Fish Commission Employment Job Posting

REGIONAL FACILITY MANAGER - REGIONAL FACILITY MANAGER

POSITION NO: 22124701

POSTING INFORMATION:

Advertisement Opens: Nov. 4, 2024

Advertisement Closes: Nov. 11, 2024

Full Time: Yes

Salary: \$49,526.00 - \$49,526.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus six years of experience involving facilities maintenance and repair, or a related area.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

An associate's degree in facility maintenance management with at least three years experience in managing construction or maintenance projects, or the formal education equivalent of a high school diploma; plus six (6) years of experience in facilities maintenance and repair, or a related area.

Knowledge, Abilities, and Skills:

Knowledge of building and equipment maintenance requirements and procedures. Knowledge of building repair, maintenance, materials, and costs. Ability to estimate costs, materials, manpower, time, and equipment required in the repair and maintenance of buildings. Ability to conduct on-site inspections of facilities to determine compliance with specifications. Ability to plan maintenance programs and prepare work order schedules. Ability to maintain records and files.

Preferred Knowledge, Abilities, and Skills:

- Knowledge of supervisory practices
- Ability to participate in and lead groups in problem-solving activities

POSTING DETAILS:

Position Location:

City: TBD

Office: TBD

Division: Operations

Job Summary:

The Regional Facility Manager is responsible for coordinating, scheduling, and reporting activities associated with completing maintenance work orders. This position is governed by state and federal laws and agency policy.

Typical Functions:

Develops and maintains preventative maintenance programs based on the life cycle of each building unit. Inspects buildings needing repairs to assess problems and to determine status, materials, and man-hour requirements. Determines whether repairs should be made in-house or contracted out based on the estimated size and duration of the project. Estimates repair, replacement, or renovation costs, confers with purchasing agent and others on fund availability, and advises agency management on project priorities. Writes specifications or coordinates the writing of specifications for equipment and materials needed for maintenance and repair projects. Advises consulting engineers and architects on the nature, history, and specifications for major repair projects. Verifies the quality of workmanship and conformance to specifications of contracted installations and repairs by performing periodic inspections. Performs other duties as assigned.

Specific Duties and Responsibilities:

- Manages a small staff, interviews and hires personnel, prepares work schedules, assigns specific duties, and evaluates performance
- Resolves problems referred by field personnel in areas such as program development, employee relations, scheduling, public information, and strategic planning
- Develops and maintains preventative maintenance programs based on the life cycle of each building unit
- Inspects buildings needing repairs to assess problems and to determine status, materials, and man-hour requirements
- Determines whether repairs should be made in-house or contracted out based on the estimated size and duration of the project
- Estimates repair, replacement, or renovation costs, confers with agency staff, and others on fund availability, and advises agency management on project priorities
- Writes specifications or coordinates the writing of specifications for equipment and materials needed for maintenance and repair projects
- Advises consulting engineers and architects on the nature, history, and specifications for major repair projects
- Verifies the quality of workmanship and conformance to specifications of contracted installations and repairs by performing periodic inspections
- Responsible for coordination maintenance in one of the AGFC maintenance regions of the state as a Regional Facility Maintenance Coordinator.
- Develops and manages a regional facility maintenance budget, identifying cost-saving opportunities and monitoring expenditures
- Performs other duties as assigned

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

N/A

Other Specific Information:

- Must possess a valid driver's license
- Must be able to climb a ladder
- Must be able to pick up and move 30 pounds
- Must pass a background check

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.