

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Assistant Facilities Maintenance Manager
Job Code	9004
FLSA Status	Non-exempt
Pay Grade	109

GENERAL POSITION SUMMARY

Work closely with the Facilities Maintenance Manager to oversee maintenance activities, manage janitorial staff, and ensure the efficient and effective operation of city owned facilities, with a focus on the operations and maintenance of the Convention Center and city-owned public restrooms. Ensure the smooth execution of events scheduled in the Convention Center, maintaining high standards of customer service. Play a vital role in the success and reputation of our convention center as a premier destination for events and conferences in the City of Rehoboth Beach. Assist the Facilities Manager in supervising department employees, including scheduling and training.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Liaise with event organizers, exhibitors, vendors, and internal departments to ensure seamless execution and fulfillment of event requirements.
- Provide exemplary customer service to clients, exhibitors, attendees, and guests, addressing inquiries, resolving issues, and ensuring satisfaction.
- Oversee the maintenance, cleanliness, and safety of the convention center facilities, ensuring compliance with health, safety, and fire regulations.
- Conduct regular inspections of city facilities to assess the condition of machinery and equipment, identify maintenance needs and address issues proactively.
- Respond promptly to maintenance emergencies, troubleshooting equipment failures, and coordinating repairs to minimize downtime of the Convention Center.
- Assist Facilities Maintenance Manager in partnering with external vendors and contractors for specialized equipment maintenance and repairs, including scheduling and oversight of service contracts.
- Assist the Facilities Maintenance Manager in the procurement of supplies, materials, and contracted services necessary, ensuring cost-effective solutions without compromising quality or safety.
- Assist Facilities Maintenance Manager in the annual winterization and startup of the seasonal equipment such as showers, foot washes, drinking fountains and restrooms on the boardwalk.

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- Provide input on and manage the convention center budget, including revenue projections, expense forecasting, and cost control measures.
- Foster a culture of safety, professionalism, and accountability among maintenance staff, promoting teamwork and collaboration to achieve departmental goals.
- Performs related work as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent) and additional training or up to one (1) year of job-related course work after high school
- At least one (1) to three (3) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

- Possession of a standard driver license

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- City policies and procedures
- Federal, state, and local safety regulations regarding Convention Center operations.
- Federal, state, and local safety regulations governing facility maintenance and equipment operation.

Skill in:

- Exceptional organizational skills to manage multiple priorities, prioritize tasks, and meet deadlines in a fast-paced environment.
- Managing event setups, logistics, and staffing to ensure optimal utilization of space and resources.
- Excellent organizational skills with the ability to prioritize tasks, allocate resources efficiently, and adapt to changing priorities and timelines.

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- Flexibility and adaptability to respond to changing priorities, emergencies, and unexpected challenges in a dynamic work environment.
- Proficient in utilizing computer software and technology tools relevant to convention center management, including scheduling systems, and Microsoft Office Suite.
- Excellent customer service skills to interact with internal stakeholders, external vendors, and the public in a professional and courteous manner.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold (<i>below 32 degrees</i>)			X
Extreme heat (<i>above 100 degrees</i>)			X
Moving mechanical parts		X	
Risk of electrical shock		X	

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Vibration		X	
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste			X
Loud noises (<i>85+ decibels</i>)			X

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Date created:	9/11/2018
Dates revised	02/28/2024