



**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**

Facilities Manager / Grade 21

SALARY: \$37.98 - \$59.82 Hourly
\$78,998.40 - \$124,425.60 Annually

OPENING DATE: 03/03/22

CLOSING DATE: 03/16/22 11:59 PM

JOB SUMMARY:

Manages the daily operations of the facilities department including facility customer service, building operation services, parking lot and grounds maintenance, facility maintenance, facility access and perimeter security maintenance. Oversees contracts including HVAC, mechanical, electrical, plumbing and custodial. Manages budgets and procurement of supplies and services. Coordinates the needs of other MSD departments and divisions with facilities operations, maintenance and security responsibilities. Assists the Facilities, Safety & Security Director as required.

ESSENTIAL JOB FUNCTIONS:

Manages a variety of complex operational functions including procurement, audits, contracts, inventory control, personnel, training coordination, and property management. Manages all MSD physical facilities including electrical, mechanical, structural, furniture, space planning, & design and renovations of properties. Manages and supervises Facilities section personnel including hiring, resource analysis, making assignments, determining training needs, monitoring and evaluating performance, and initiating corrective and/or disciplinary actions. Prepares/reviews budget and finance reports. Develops budget recommendations and operating expenditures. Facilitates external assistance and contracts as necessary for property management purposes. Analyzes, develops and implements departmental administrative policies and procedures. Assists the Facilities, Safety & Security Director with the daily functions of the department, providing leadership and direction when appropriate. Assists with the development of division goals, processes, and procedures.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of management principles and practices; knowledge of facilities principles and techniques, knowledge of local, state and federal regulations as they pertain to building codes and permits; skill in oral and written communication; skill in project management; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); ability to read and interpret blueprints, floor plans and schematic diagrams; ability to create and modify CAD drawings; ability to review and comment on design concepts, plans and specifications; ability to perform data and trend analysis; ability to supervise a diverse workforce; ability to exercise judgment and discretion; ability to handle multiple priorities; ability to establish

goals and priorities; ability to analyze problems and initiate solutions; ability to be courteous and helpful under pressure; ability to work under heavy surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends

MINIMUM REQUIREMENTS:

Bachelor Degree in business management, business administration or a related field; seven or more years of experience relating to facility or building operation; two or more years of supervisory experience; an equivalent combination of education and experience may be substituted. Must possess a valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #21-042
FACILITIES MANAGER / GRADE 21
DH

700 W. Liberty Street
Louisville, KY 40203

hr@neogov.com

Facilities Manager / Grade 21 Supplemental Questionnaire

- * 1. Do you have Bachelor Degree in business management, business administration or a related field?
☐ Yes ☐ No
- * 2. How many years of experience relating to facility or building operation do you have?
- * 3. How many years of supervisory experience do you have?
- * 4. Do you have the ability to respond to MSD main facility within 45 minutes?
- * 5. Do you have any issues or concerns with being on 24 hour call?
- * Required Question