



# Upper Occoquan Service Authority

## Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | [good.jobs@uosa.org](mailto:good.jobs@uosa.org)

## Facilities Management Manager

Operations and Maintenance Division

Facilities Maintenance Section

Grade 12

Pay Range: \$85,779.29- \$137,246.87\*

Open Until Filled

\*DOE-Starting salary will be between minimum and midpoint in the range

### **ABOUT THE ORGANIZATION:**

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

### **RESPONSIBILITIES:**

Manages the Facilities Management Section. Responsible for maintaining and enhancing the campus setting of the UOSA Water Reclamation Plant and Pump Station environs; responsible for the physical security and appearance of buildings and grounds and their safe and efficient maintenance, repair and improvement; manages a staff of facility management technicians and specialists in accomplishing all assigned tasks; performs related work as required. Plans, schedules, organizes, staffs, and directs the activities of the Section to optimize use of available resources; develops the group of facilities specialists into a well-trained, committed and spirited "maintenance team." Provides equipment-related expertise and technical guidance. Is exposed to a wastewater biological and chemical hazardous environment. Performs paper and computer recordkeeping for technical and administrative functions. Performs other duties as assigned. Works under the general direction of the Director of the Operations & Maintenance (O&M) Division.

### **EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

- Carries out supervisory responsibilities over the section employees in accordance with UOSA policies, procedures and applicable laws. Includes interviewing, hiring and training, rewarding and disciplining employees, addressing complaints and resolving problems.
- Determines general appearance and condition of facilities, equipment, and grounds; the causes of failures or problems; and the need for corrective action.
- Develops work plans, assigns duties and instructs assigned personnel in appropriate work techniques.
- Evaluates work performance of assigned personnel and follows-up with personnel suggesting ways to improve either planning or job methods.
- Determines training requirements and counsels' employees as required; devotes ample time to on-the-job training and observation of skill shortfalls exhibited by each individual.
- Supervises production, safety practices and quality control, and identifies problem areas and solutions; controls quality, duration, cost, and thoroughness of all work under his purview.
- Supervises and works with crews in performing a variety of grounds maintenance activities including grading, seeding, weeding, fertilizing; applying chemicals and herbicides to lawns, trees and shrubbery; pruning shrubs; planting, trimming, and removing trees; and mosquito control.
- Supervises and works with crews in fabrication of building components and systems; concrete construction; snow and ice removal and control; preventive and corrective maintenance work on building components and life safety systems; industrial painting; and all other tasks of the Section.



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- Coordinates and is responsible for work performed by contractors and staff; checks accuracy of work against job requirements using a variety of measuring devices.
- Monitors work orders, parts requests, modification proposals, memoranda and e-mails, and performs other administrative tasks, paperwork and computer recordkeeping as needed for the technical and administrative aspects of the position.
- Obtains permits and administers wildlife management and control programs.
- Provides Division Director with weekly status reports and keeps records of general operation.
- Serves as a project manager for miscellaneous rehabilitation and repair projects.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Extensive knowledge of the materials, methods and practices essential to the maintenance of buildings and grounds.
- Extensive knowledge of roofing, painting, concrete and paving; thorough knowledge of occupational hazards and necessary safety precautions applicable to buildings and grounds maintenance and repair work; knowledge of the methods, practices, tools and materials of the major building trades.
- Ability to plan, schedule and supervise the work of skilled workers and ability to make accurate estimates of time and materials required for building repairs and grounds maintenance.
- Good planning and organizational skills.
- Knowledge of physical security measures, building fire and life safety codes; working knowledge of architectural concepts and systems; ability to inspect and evaluate work performed by contractors and skilled employees
- Ability to prepare reports and keep cost data and other operating records; skilled in the use of the tools and in the operation of equipment used in the trades.
- Ability to work from drawings, specifications, equipment and O&M manuals, and process schematics.
- Ability to evaluate data and prepare concise reports and other documentation; ability to manage staff.
- Good oral communication, reading and writing skills.
- Ability to perform physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting, and carrying 75 pounds.

### **ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:**

At least seven years of experience required in one or more of the Facilities Management knowledge domains (Operations and Maintenance; Project Management; Finance and Business; or Leadership and Strategy) and Certification in one or more building envelope systems or disciplines (design & construction; doors & hardware; elevators; emergency preparedness; energy efficiency; fire safety; flooring, ceilings & roofs; HVAC; Lighting; etc) plus experience including but not limited to, carpentry, locksmithing; masonry and grout; protective coatings; corrosion monitoring and management, storm water management; physical security measures and grounds management is required. Completion of high school or GED is required. Completion of a two-year associate college curriculum or vocational degree program in a facilities management program or related areas is desired; maintenance, CMMS and management training and experience is desired; or any combination of education, experience and training equivalent for the position will be considered. The position has minimum experience and education qualifications



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requirements. You may substitute years of professional work and relevant education for the minimum qualifications.

#### **ADDITIONAL REQUIREMENTS:**

Possession of vehicle operator's license valid in the Commonwealth of Virginia is required. Must be able to respond after regular duty hours as required to meet UOSA's needs.

*The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at [good.jobs@uosa.org](mailto:good.jobs@uosa.org).*

**All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.**

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: [Uosa.org/Careers](http://Uosa.org/Careers) > [Candidate Profile](#).

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.