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# ~~Facilities~~ Project and ~~Resilience~~ Resiliency Manager

Class  
Code:  
220-26  
(CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON  
Established Date: Oct 22, 2015  
Revision Date: Oct 22, 2015

## SALARY RANGE

\$34.86 - \$52.30 Hourly  
\$72,508.80 - \$108,784.00 Annually

## NATURE OF WORK:

Responsible for ~~managing multiple aspects planning, design, budget, renovation and installation~~ planning, organizing, and coordinating the activities necessary to manage projects through their lifecycle, to support the Capital Improvement Program and climate mitigation and Resiliency ~~Plans that foster the environmental, economic, and social wellbeing of the community. Performs project management of multiple construction initiatives aimed to remodel, construct and maintain public facilities and parks.~~ Manages and coordinates projects and plans with a specific timeframe and funding amount to ensure that goals and objectives are accomplished. The incumbent works under the general supervision of the Director of Parks, Recreation and Facilities Management.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

- Provides project management and construction administration services for capital facilities improvements to include coordinating and interfacing, as necessary, with internal staff, authorities of jurisdiction, architectural/engineering firms, etc.
- Develops scopes of work, performs feasibility analysis, and prepares cost estimates for capital facilities improvements and/or maintenance projects necessary to support the

organization's mission and inclusion in the Capital Improvement Plan. Assists with the development and maintenance of the 5-Year Capital Improvement Plan.

- Prepares construction documents and provides other professional services for miscellaneous in-house projects.
- Assists the Director in planning, developing, and coordinating large and complex architectural and engineering projects.
- Prepares cost estimates, RFQ's, RFP's, reviews and approves drawings and specifications submittals. Prepares contracts and purchase requisitions for assigned projects. Approves change orders and any modifications to project scope per policy.
- Provides communications and presentations as necessary and for approvals by the City Council.
- Reviews and manages project budgets and prepares financial reports.
- Provides direction and maintains relationships with contracted architectural, engineering and construction professionals.
- Prepares project schedules and correspondence. Monitors project schedules and adjusts as necessary. Reports issues or variations of schedule.
- Facilitates meetings and moving plans for construction projects from conceptual design, planning and deployment.
- Inspects and reviews projects to monitor compliance with specifications, building and safety codes or other regulations.
- Ensures all punch-list items are complete, lien wavers and a certificate of occupancy has been obtained before any final payments are approved. Conducts final project walkthroughs and ensures projects are completed per specification.
- Manages, maintains, and updates as built and record file drawings, plans and specifications. Performs management of facilities documentation per statute of limitations for records retention.
- Develops and maintains a City of Appleton Resiliency Plan that fosters environmental, economic, and social wellbeing benefits.
- Works with the Climate Change and Mitigation Commission committees, commissions, and boards of jurisdiction to seek input and to educate members on relevant initiatives being performed by the City of Appleton.
- Serves as the City of Appleton liaison and actively participates with the DNR Green Tier Legacy Communities program.
- Assists departments in identifying and implementing environmental impact best practices in their operations.
- Develops and maintains a City of Appleton Resiliency Plan that fosters environmental, economic, and social wellbeing benefits.
- Maintains the City of Appleton greenhouse gas inventory.
- Coordinates the delivery of public education with consultants and subject matter experts around sustainability and resiliency efforts.
- Prepares annual reports as requested for the City's resiliency programs.

## **OTHER JOB FUNCTIONS**

- Works in coordination and cooperation with the Facilities Operations Supervisor in planning projects and potential resources required to support capital projects.
- Maintains customer satisfaction by understanding customer needs, providing timely communication, and ensuring facilities management technicians follow customer service standards.
- Assists City departments on mitigation and resiliency initiatives.

- Other tasks as assigned

## **REQUIREMENTS OF WORK:**

Degree in construction management, engineering, or architecture, plus four to six years' experience. Professional registration and certifications such as Certified Renewable Energy Professional or Sustainability Development Professional are desired; or any combination of experience and training which provides the following knowledge, abilities, and skills:

- Knowledge of the principles and theories of general construction trade practices, construction contracts, project management, architectural/engineering firm negotiations, specifications, and project scope/design development.
- Knowledge of resiliency programs and policies.
- Working knowledge of the codes and standards applicable to the public-sector.
- Understandings of materials and methods utilized in electrical, mechanical and structure systems.
- Ability to read and interpret blueprints and specifications.
- Ability to work effectively and efficiently in a fast-paced environment.
- Proficient in the use of AutoCAD including as-built drawing management.
- Proficient in Microsoft Office Suite, emphasis on Excel and Project.
- Proficient in the knowledge of green building, carbon reduction and energy efficiency policies, strategies, and technologies.
- Excellent communication, written and organizational skills
- Strong ability to multi-task
- Strong leadership and team building abilities
- May perform other duties as assigned

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication  
Staff Development (mentoring)  
Motivate  
Problem Solving  
Adaptability/Flexibility