

## Facilities Manager

JOB TITLE: Facilities Manager

FLSA STATUS: Exempt

GRADE: 41

DEPARTMENT: Facilities

APPROVED DATE: 08/2011

REVISED DATE: 02/2020, 02/2022

### Job Summary

The Facilities Manager is responsible for maintaining Sno-Isle Libraries' facilities and grounds to ensure safe, welcoming spaces for Sno-Isle customers and staff. The Facilities Manager must collaborate with staff from Sno-Isle to prioritize and implement annual projects to repair or upgrade library buildings.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Administer a district-wide building maintenance program. Ensure that a high quality of maintenance occurs in all community libraries. Included are such actions as: develop and monitor maintenance schedules, guidelines and standards and revise as needed; work with

contractors to ensure adherence to maintenance standards; monitor work requests to ensure a prompt response and coordination with appropriate staff and/or vendors.

2. Serve as project manager for maintenance and renovation projects. Develop scope of work and specifications and select outside vendors and contractors.
3. Follow best practices regarding procurement of goods and/or services. Develop or review basic contracts for services; participate in bid evaluation process. Monitor vendor/contractor performance to contract and to established standards and take corrective action as needed.
4. Collaborate with public services management staff to plan and implement maintenance and renovation projects in community libraries. Renovations include carpeting, interior space design, painting, or other similar projects; planning includes budgeting, prioritizing, and scheduling. Make regular site visits to all community library buildings.
5. Manage Sno-Isle's resource use and conservation activities including electricity, gas and water. Manage a district-wide recycling and waste reduction program. In conjunction with Sno-Isle's purchasing department and vendors, seek cost-savings approaches to buying supplies and products. Apply for energy incentives when appropriate.
6. Provide effective fiscal management for maintenance and janitorial services, renovation projects, as well as vehicle maintenance and purchase. This includes preparing annual operating and capital budgets for review and inclusion in department budget and monitoring expenditures to assure compliance with those budgets.
7. Oversee the operation, management, and maintenance of all Sno-Isle vehicles.
8. Develop and oversee a record keeping and reporting process to share data about facilities with Sno-Isle staff. This will include maintenance costs, energy usage and cost savings, etc. Coordinate with the Communications Department to share a dashboard of selected data with the public.

### **Additional Duties and Responsibilities**

1. Respond to facility emergencies when they occur.
2. Continue to acquire new knowledge and update skills to enhance professional performance in all areas of responsibility. Stay informed of leading issues, trends, theories, applications, and tools that may impact library buildings and services.
3. Serve on teams, committees, task forces, and working groups as assigned.
4. Attends meetings, trainings, conferences and workshops as assigned.

5. Assists with special projects as required.
6. Performs other duties as assigned.

## **Supervision**

The position reports to the Assistant Director of Facilities, Safety and Security, and supervises the Facilities Technician and the Facilities Specialist positions.

## **Knowledge, Skills, and Abilities**

1. Thorough knowledge and aptitude with regard to mechanical functions of buildings, building control systems, and overall construction practices to determine service needed and to select the most cost-effective method and provider.
2. Ability to operate relevant computer systems including hardware and software such as Microsoft Office and DDC in addition to other office equipment and facilities-related systems.
3. Ability to operate a variety of software tools used in space planning, such as Visio or AutoCad.
4. Knowledge of contract language and provisions.
5. Knowledge of principles of supervision of the work of others
6. Knowledge of the principles of fiscal management and control.
7. General knowledge of public library services, and public library operation and administration.
8. Strong organizational, analytical, and problem-solving skills.
9. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
10. Ability to work cooperatively and maintain effective interpersonal skills with city staff, local government officials, contractors, and co-workers.
11. Ability to write and communicate effectively with diverse audiences.
12. Ability to organize and manage projects.
13. Ability to administer budgets and fiscal assets.
14. Ability to make presentations in front of a group. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
15. Ability to provide excellent customer service.
16. Ability to work independently, set priorities, and manage competing deadlines.

17. Ability to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. These skills and abilities typically are acquired through a combination of experience and training which may include an advanced degree related to buildings or facilities including a college degree in building trades or other related area.
2. A minimum of three years of experience in related responsibilities (building and vehicle maintenance).
3. Three years' experience in supervision is required.
4. Certifications in facilities maintenance and project management desired.

## **Physical and Environmental Conditions**

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

While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. While evaluating or performing maintenance tasks, the incumbent may be required to climb at heights, kneel, crawl, and move materials weighing up to 50 pounds.

Most of the work is carried out within a generally accessible, safe, indoor environment. The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

The work of incumbents is carried out in outdoor and indoor locations including construction areas and loading docks and may be affected by weather conditions.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.