

<u>JOB TITLE:</u>	FACILITIES MANAGER
<u>PAY GRADE:</u>	6 (\$52,000-\$62,400 per year)
<u>POSITION TYPE:</u>	Professional
<u>STATUS:</u>	Exempt, full-time (40 hours/week minimum)
<u>REPORTS TO:</u>	Executive Director
<u>LOCATION:</u>	Rifle, travels to all Library District facilities

Summary:

The Facilities Manager is an executive level position reporting to the Executive Director. This position also actively serves on the District’s senior leadership team, the Executive Leadership Team (ELT). The Facilities Manager attends the monthly Library Board of Trustees meeting. The Facilities Manager oversees the planning, design, construction, maintenance, and alteration of equipment, machinery, and facilities. The Facilities Manager plans, budgets, and schedules facilities modifications including estimates, bid sheets, layouts, contracts, and labor/material requirements. Oversees the construction and installation progress to ensure compliance with established specifications, space allocation, layout, and timetables

The Facilities Manager is responsible for the expenditure and management of a budget in excess of \$1 million annually. The Facilities Manager directs the District’s Capital Improvement Plan and Facilities Master Plan, focusing on safety, efficiency, and sustainability. The Facilities Manager maintains familiarity with library trends related to space planning, and makes recommendations to the ELT for ongoing updates of library facilities, furniture, and equipment.

The Facilities Manager is responsible for developing, updating, and implementing the facilities’ preventative maintenance schedule; directly supervises and evaluates the Facilities Technician; directs the day-to-day facility maintenance, repairs, and janitorial tasks; oversees facility security (video surveillance equipment and building access systems); and ensures the safe and efficient operation of all facilities and District vehicles.

The Facilities Manager oversees the grounds of each facility, including landscaping and snow removal; hires and monitors the work of contractors and vendors for repairs outside the scope of the Facilities Manager’s abilities; and negotiates and makes contract approval recommendations to the Executive Director and Board of Trustees.

The Facilities Manager responds to facility needs and after-hours emergencies as required.

The Facilities Manager strives to provide outstanding customer service to all Library District staff, maintains an excellent rapport with contractors and vendors, and treats all individuals within and outside the District with courtesy and respect at all times.

The Facilities Manager is able to collaborate with any other staff as needed; and is able to effectively communicate with all levels of GCPLD staff.

The Facilities Manager is responsible for understanding and enforcing all District policies and procedures, supporting the District’s mission, vision, and values, and setting the tone for the culture of the Facilities department. The Facilities Manager is expected to be a team leader and a team player.

Essential Duties:

- Serve as an engaged member of the District’s Executive Leadership Team
- Represent the District on external committees and task forces as needed
- Keep abreast of trends in the library industry, particularly trends in library space planning

Revised 1/13/2020

- Direct the day-to-day work of the Facilities Technician
- Manage Facilities department budget
- Oversee the maintenance of all facilities and associated support systems, including mechanical/HVAC, lighting, electrical, plumbing, life safety, security and facility access systems; elevators; appliances; internal and external fixtures, furniture, windows, doors, flooring, etc.
- Develop, update, and implement the facilities' ongoing preventative maintenance schedule
- Create and direct the District's Capital Improvement Plan and Facilities Master Plan
- Oversee all new construction projects and remodels of District facilities
- Hire, evaluate, and terminate vendors and contractors as needed for a variety of facility related objectives, including but not limited to the external maintenance of each facility, building maintenance outside the expertise of the Facilities Department, and janitorial services
- Identify and correct building issues that affect daily and long-term operations
- Research, recommend, implement, and monitor energy conservation measures and sustainability issues and programs
- Responsible for building access system, key control, and HVAC systems
- Maintain life safety systems with licensed vendors
- Manage all facility service agreements and contracts to district standards
- Ensure all facility projects meet the District's high standards for quality
- Oversee the movement of shelving, furniture, and any other assets within the library branches
- Manages annual asset sales of surplus items
- Delivers high-quality, comprehensive Facilities report to the Board of Trustees on a monthly basis
- Responsible for ensuring library buildings and grounds are clean, safe, comfortable, attractive,
- Ensure janitorial vendors are scheduled at each branch and given clear direction regarding duties and expectations; acts as liaison between branch staff and janitorial vendors as needed to address concerns, special requests, and deficiencies; cleaning and maintenance schedules reflect concern for both short- and long-term care of the library facility
- Oversee regular maintenance of District vehicles
- May assist Facilities Technician with general maintenance and repairs to buildings, furniture, and equipment
- Review and approve all facility related expenses within established spending authority
- Write and administer all service contracts
- Provide limited IT network support
- Actively participate in annual system-wide budget development process
- Train staff on emergency facility procedures, ensures emergency procedure manuals and material safety data sheets are up to date
- Pursues continuing education in all areas of facilities management, vendor relationships, library space planning, and other fields required to satisfactorily perform the functions of the position

The duties listed are not meant to be all-inclusive, but are merely intended to be illustrative of the nature of the work to be performed by a person in this position.

Required Knowledge, Skills, and Abilities:

- Ability to politely and effectively interact with the public when necessary
- Ability to effectively communicate in English with staff throughout the organization, both verbally and in writing

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- Ability to consistently maintain positive relationships with staff and vendors
- Ability to identify stakeholders when planning facility related work and clearly communicating the project plan, including possible impacts to staff and patrons
- Ability to effectively manage the workload of the Facilities Technician, providing direction for prioritization of routine requests from library staff and vendors
- Ability to ensure all repairs and service requests are completed safely and in a timely fashion, with attention to detail, and with as little inconvenience to library users and staff as possible
- Ability to obtain competitive bids while adhering to all applicable District policies, presenting bids to Executive Director and Board of Trustees as needed for signing before work begins
- Ability to develop scope of work required, and supervise the actual work vendors perform, in the areas of: HVAC, plumbing, carpentry, painting, masonry, lighting, mechanical, cleaning, electrical servicing, grounds maintenance, and any other areas related to the organization's facilities, ensuring quality services and compliance with contract terms where applicable; addresses vendor concerns and deficiencies in a timely fashion, keeping the Executive Director informed
- Understands the operating budget is developed within assigned time frame and is based on prior year expenditures and projected needs
- Ability to inform the Executive Director of current and projected future capital building equipment replacement needs
- Ability to ensure building construction projects are conducted with minimal disruption to library service and problems are reported to Executive Director in a timely fashion
- Ability to respond positively and promptly to complaints concerning library buildings or grounds
- Proficient understanding of terminology and concepts of construction and maintenance technology
- Ability to read, understand, and work from blueprints, sketches, diagrams, schematics, and equipment instructions
- Ability to obtain and maintain a valid Colorado driver's license and pass an annual motor vehicle records check
- Ability to effectively use Microsoft office and Google products (Word, Excel, G-Suite, Email, etc.)

Physical Requirements:

This is a very physical position. Must have the ability (with accommodations, if necessary) to stand for long periods, walk, climb, bend, twist and other movements for work as needed including, but not limited to:

- Ability to sit at a desk for extended periods of time
- Ability to safely drive between library locations
- Climbing a ladder to a height of 24 feet
- Maneuvering about the facilities in a timely fashion
- Bending to floor level and reaching a height of 75 inches
- Lifting up to 45 pounds from the floor to a height of six feet
- Tolerates dust, mold, etc., with proper personal protection and equipment
- Ability to work in an environment with florescent lights
- Exposure to electrical systems, chemicals, etc., which may pose a hazardous environment with proper personal protection and equipment
- May occasionally work near moving mechanical parts

Environmental/Working Conditions:

- Indoors and outdoors, in all weather conditions

Equipment Used:

- Regularly - Windows-based computers, Microsoft Office, and G-Suite products
 - Regularly - HVAC, building access, and security monitoring systems
 - Regularly - Library vehicles
 - Occasionally - Hand tools for carpentry and other basic maintenance
- Occasionally - Aerial work platform and scaffolding

Education and Experience:

Required:

- High school diploma/GED
- Journeyman level experience (three to five years) in facilities maintenance, general building, and/or construction work
- Three years or more in facilities management experience that included overseeing capital improvement projects; creating and/or managing a Facilities Master Plan; creating and following preventative maintenance schedules; creating bids; supervision of vendors, contractors, and staff; and direction of and responsibility for HVAC, plumbing, basic electrical, and other trades work
- Must possess, or be able to obtain, current Colorado Driver's License.
- Excellent verbal and written communication, listening, and problem-solving skills

Preferred:

- Two years or more of college or vocational course work in general mechanics or HVAC
- Licensed journeyman experience in one or more of the building trades
- Certified HVAC technician type universal license

Other combinations of education and experience which would provide the skills necessary to perform the work will be considered.

All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.