

## FACILITIES MANAGER

### DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing custodial, facilities maintenance, landscape maintenance, and building security duties for District facilities, grounds, and related mechanical, electrical, and plumbing systems; plans and coordinates a comprehensive program for maintenance, repair, and construction projects involving District facilities and grounds; selects and oversees contractors; prepares and monitors budgets; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

### CLASS CHARACTERISTICS

This is the full supervisory-level class in the Facilities Maintenance series that exercises independent judgment on diverse and specialized landscape and facilities maintenance and security activities and construction projects with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of facilities maintenance, landscape maintenance, and facilities security staff at the main and branch libraries; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion of staff.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of staff performing facilities and landscape maintenance work and security functions; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements; identifies and addresses preventive maintenance needs.
- Participates in annual budget preparation including budgeting for construction projects; identifies resource needs; prepares detailed time and material cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from patrons, staff, other departments, and outside agencies; recommends corrective actions to resolve issues; greets and assists internal and external customers in a friendly, prompt, and accessible manner.
- Develops and manages requests for proposals (RFP) and bids for contracted services and construction projects per District policy; prepares scope of work and technical specifications; evaluates proposals, assesses costs, and recommends award; negotiates bids and contracts; administers contracts and monitors work performed by outside contractors to ensure compliance with District specifications, project requirements, budget, timeline, service quality, and building and safety codes; finalizes and signs off on completed projects.
- Coordinates assigned services and operations with library staff, community organizations, outside agencies, and external customers; works in conjunction with management and other staff to respond to the needs of the public; informs staff and the Library Board of Trustees regarding major project proposals, progress, and status of facilities projects; secures building permits and licenses as required.
- Responds to calls during emergency situations; evaluates potential building damage and takes necessary steps to protect District property.
- Assists with general maintenance, cleaning, and repair duties; repairs and replaces building and grounds fixtures; performs electrical repair work on outlets, electrical lines, and landscape lighting; adjusts indoor temperature of library rooms and offices remotely; inspects utility systems to ensure compliance with building regulations; stays abreast of changes to building and fire codes.
- Develops and administers procedures for procuring services, materials, equipment, and supplies to support District facilities and landscape maintenance projects and functions.
- Creates positive experiences for library patrons by effectively and efficiently performing job tasks; ensures District services are provided with exceptional customer service and the highest levels of ethical standards; presents a positive image of the Library in attitude, communications, and appearance while performing duties in both public and staff areas.
- Maintains files, databases, and records related to construction and maintenance work performed; prepares a variety of written reports, memoranda, and correspondence.
- Represents the District in meetings with members of other public and private organizations, community and library affiliated groups, as well as contractors, developers, and the public; works with members of the community on facility and landscaping projects.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols; develops, implements, and coordinates employee safety training programs; conducts safety inspections as needed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring including calculating labor and materials costs.

- Principles, practices, methods, and techniques of facilities maintenance, custodial maintenance, landscape maintenance, building security, construction, plumbing, electrical, and related work.
- Principles, methods, and practices of managing construction projects.
- Current trends related to areas of responsibility.
- Applicable Federal, State, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility including California Occupational Safety and Health Administration (Cal-OSHA) and International Code Council (ICC) building code practices.
- Principles and procedures of record keeping.
- District and mandated safety and risk management rules, regulations, practices, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex facilities, landscape, and skilled trades maintenance and repair duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Manage building and facility construction projects.
- Maintain a safe working environment.
- Safely operate hand and power tools and materials used in all facets of work.
- Calculate quantities, times, distances, measures, weights, and material and supply needs.
- Hold self and others to the highest level of accountability.
- Prepare requests for proposals to solicit bids for major projects; select and oversee the work of outside contractors.
- Respond to complaints or inquiries from patrons, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- High school diploma or equivalent, supplemented by courses in building construction, maintenance, or a related field. Equivalent to a bachelor's degree from an accredited college or university with major coursework in building maintenance, construction, or a related field is preferred.

Experience:

- Five (5) years of experience in construction, facilities maintenance, landscape maintenance, or a related field, including two (2) years at a lead or supervisory level.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in District buildings and facilities; are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, and vermin, insects, parasites, etc. Employees may encounter challenging interpersonal situations in the course of their work.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.