

Job Title: FACILITIES MANAGER

Locations: Main, Woodson, and Kennedy

Department: Facility Services

Immediate Supervisor: Director

Starting Salary:

#### JOB RESPONSIBILITIES:

Under general supervision of the Director, the Facilities Manager participate in the development of new construction and monitors the facility renovations, oversees oversees the maintenance and housekeeping of all library facilities, equipment and vehicles, oversees the security operations of the library system, and supervises department employees.

#### QUALIFICATIONS:

Bachelor's degree in mechanical, civil engineering, facilities or related field and a minimum of five (5) years experience in building construction, facility and grounds maintenance and security operations with progressive levels of responsibility and supervision or an equivalent combination of education, training and experience. Must possess and maintain a valid Indiana driver's license with an acceptable driving record. Must be physically able to handle job qualifications.

#### WORKING CONDITIONS:

The Facilities Manager will be required to work a flexible schedule, including evenings, weekends and holidays. The Facilities Manager may work in adverse weather conditions and will travel within and outside the city and on call 24 hours.

#### KNOWLEDGE OF:

- Library policies and procedures
- Library services and facility locations
- Strategic Planning
- Cost analysis and utilization techniques
- Competitive bidding techniques
- Organizing and planning techniques
- Project Management
- Contractual Management law, ordinances and codes
- Construction methods and materials
- Structural design
- Inspection and safety evaluation methods
- Building, grounds, and vehicle
- maintenance requirements

- Equipment maintenance requirements
- Painting materials and methods
- Security methods and procedures
- Safety procedures
- Applicable OSHA requirements
- Cleaning procedures and techniques Supervisory methods
- Employee training and development methods
- Employee selection methods

ABLE TO:

- Interprets and apply laws, regulations and policies
- Organize, prioritize and coordinate multiple tasks
- Define problems, collect data and draw valid conclusions
- Identify and existing construction/maintenance problems
- Analyze cost estimates for work projects
- Allocate funds based upon availability and needs
- Read and understand technical manuals
- Prepare accurate reports
- Develop, coordinate and cooperate with system- wide strategies and changes
- Communicate effectively in written and oral form
- Resolve problems
- Identify employee behavior that requires coaching and discipline
- Maintain a positive work environment for employees
- Identify qualified employees through interview screening process
- Ensure the quality of work as measured against established standards of federal and state laws Maintain effective working relationships with supervisor and co-workers
- Demonstrate physical strength necessary
- Demonstrate physical strength necessary to perform the duties of the job
- Perform routine maintenance on equipment
- Climb ladders
- Drive a motor vehicle
- Work in adverse weather conditions
- Maintain on-call status 24/7

Duties:

## BUILDING AND GROUNDS MANAGEMENT

- The Manager must have knowledge of custodial duties outlined in each position description; assume responsibility to cover schedules and perform all tasks including special projects assigned to department or branch custodial staff; to fill vacancies when employees are absent from work and to maintain productivity of the library system operations.
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- Maintains building, security, vehicle and grounds needs
- Administers the allocation of the departmental budget and grounds budget Knowledge of warranties and adheres to stipulations for regular examination of building and grounds, exterior and interior
- Periodically inspect buildings, equipment, vehicles and grounds Determines necessary staffing and recommends staffing levels
- Prepare monthly and annual reports
- Assist with the reviewing of related contracts and recommend necessary changes
- Oversees the general building maintenance of all library facilities and grounds
- Manage preventative maintenance programs on building hardware, electrical units, HVAC systems, and elevators
- Prepare a preventative maintenance plan and implement procedures to evaluate equipment at each Library facility
- Maintain all building systems and structures
- Schedule total inspections annual, semi-annual and or seasonal for all areas related to maintenance of the Library System and submit recommendations for repair and or replacement
- Establishes and oversees contracted maintenance and repair work for the library system Ensures compliance with state and federal standards, including OSHA, ADA and EPA
- Select and recommends equipment purchases pertaining to Facilities Services
- Prepare, design, and oversee the implementation of the landscaping of the building in the library systems
- Maintain and monitor the conditions of the parking areas and driveways
- Ensures that snow is plowed, shoveled and that salt is applied to on walkways, as
- necessary at all locations
- Ensures that litter is removed from the grounds at all units
- Maintain departmental records

## SUPERVISION

- Interviews candidates for positions and recommends hiring
- Ensures employees receive orientation, in-service and development training
- Responds to facilities employee concerns
- Monitors the work of employees and ensures compliance with policies and procedures
- and OSHA Guidelines
- Schedules staff and assigns work
- Ensures work is completed accurately and in a timely manner
- Review and correct employee time sheets as needed
- Recommends approval of overtime and leave requests
- Evaluates employee performance and maintains proper records
- Recommends disciplinary actions to the Director as necessary
- Conducts departmental staff meetings

## BUILDING CONSTRUCTION

- Assist in preparing bid specifications for various construction projects Actively participate in construction and renovation projects
- Assist to ensure compliance with building construction specifications

## SECURITY OPERATIONS

- Oversees contracted security personnel
- Implements security policies and procedures
- Ensures operation of and monitors fire, safety and emergency equipment
- Ensures compliance with state and federal safety regulations

## ADMINISTRATION

- Participates in long-range planning for the library system including:
  - Problem analysis and resolution
  - Capital improvement planning
  - Operational efficiency and resource utilization
  - Prepares goals and objectives, annually
- Assists with monitoring and evaluating the library's goals and needs of all facilities
- Assists with developing, recommending and implementing system-wide policies and procedures:

- Evaluates and determines a system-wide preventive maintenance programs Participates in budget preparation by:
  - Forecasting future budgetary needs for the facility department
  - Analyzing and recommending resource allocations
- Coordinates business activities, policies and procedures, system-wide
- Attends Executive Cabinet meetings
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Attends meetings and serves on committees as requested
- Performs duties and assignments as needed in department or branches