



JOB OVERVIEW

JOB TITLE	Director of Facilities
DEPARTMENT	Administration
REPORTS TO	Executive Director

GENERAL JOB DESCRIPTION

Manage and/or perform the maintenance, repair, and cleaning of the library facilities, grounds, and equipment. Provide supervision, evaluation, and ongoing support to facilities staff.

DUTIES & RESPONSIBILITIES

- Manage and maintain all library buildings; inspects buildings and equipment for needed repairs, maintenance, cleaning, and renovation.
- Manage and maintain all library grounds including driveways, parking areas, sidewalks, sprinkler systems, lawns, patios, landscaping, snow removal and melt, exterior signage, and lighting.
- Create facilities operations and capital project budgets and oversees expenditures.
- Manage and direct maintenance personnel and contracted workers engaged in facility and or equipment installation, repair, cleaning, waste removal, and preventive maintenance.
- Analyze and maintain mechanical, structural, electrical, ventilation, security, fire/sprinkler, voice, and audio-visual systems integrity throughout all facilities.
- Assist in strategic planning for library facilities and department personnel.
- Demonstrate teamwork through communications, contribution in staff meetings, and dependability.

EDUCATION & TRAINING

- Associate's Degree and 3 years or more in general building and construction work, 1 year of which was in a lead or supervisory capacity.
- Preferred Bachelor's Degree and 3 years in facilities management and maintenance, construction superintendent, or equivalent experience.

KNOWLEDGE & EXPERIENCE

- Solid technology knowledge including email; hardware and software; internet; operating systems; and web based platforms.
- Solid interpersonal skills including collaboration, communication, customer service, management, and supervision.
- Basic knowledge of applicable labor laws.
- Expert facility management and maintenance knowledge.

SKILLS & ABILITIES

- Collaboration-creates effective relationships; teamwork; conflict resolution
- Communication-variety of formats, platforms, and audiences; solid writing and public speaking skills
- Customer service-responds promptly to customer needs and requests; manages difficult situations in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; solicits customer feedback to improve service
- Ethics and values-understands and follows district mission, policy, procedure, and applicable standards; adheres to user privacy and confidentiality; understands and promotes intellectual freedom
- Financial awareness-works within approved budget; develops and implements cost saving measures; conserves organizational resources; understands financial implications of decisions; demonstrates knowledge of local market and competition
- Independence-able to work things out on own; takes responsibility for own time and effectiveness; alert to opportunities to contribute; able to spot and implement opportunities for improving situations
- Leadership-meets commitments; provide an awareness of customer and community needs and opportunities to build community; accepts responsibility for own actions; attention to detail
- Learning and innovation-remaining current with library resources; adaptable to changing needs; problem solving through innovation and creativity
- Strategic thinking-develops strategies to achieve organizational goals; aligns work with strategic goals; collects, researches, and analyzes data

WORKING CONDITIONS

WORK ENVIRONMENT	<ul style="list-style-type: none"> •Regular exposure to work near mechanical parts; outdoor weather conditions; humid, wet, or extreme heat conditions; fumes, toxic, and caustic chemicals. •The noise level is usually moderate to loud. •Frequently lift and/or move up to 100 pounds. •Occasionally work at heights upward of 35 feet. •Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. •Regular use of hands to manipulate, handle or feel. •Frequently required to sit, stand, walk, climb or balance, stoop, kneel, crouch or crawl; and talk or hear; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
HOURS / SHIFTS	40 weekly hours, some evenings and weekends, M-F
PAY GRADE	80 Non-exempt
BENEFITS	Health, dental, vision, life, LTD, and accident insurances. Retirement, PTO, cell phone and mileage reimbursement, and other voluntary insurance.
LOCATION	District Office. Travel to all library facilities.