

## **Yakima Valley Libraries**

### **Facilities Manager**

#### **FLSA: Exempt**

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#### **Job Purpose and Summary**

Oversees and supervises facilities maintenance, facilities staff and courier of Yakima Valley Libraries as directed. Coordinate and provide oversight of all Yakima Valley Libraries' facility requirements and construction projects. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

#### **Supervision Received and Exercised**

Receives general direction from assigned management staff. May exercise functional and technical supervision over professional, technical, clerical, and volunteer staff.

#### **Essential Duties and Responsibilities**

*Any of the following duties may be performed. This position in particular can include a wide array of tasks in any department. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.*

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Coordinate facility projects with Director and/or Director's designee and facility staff.
3. Coordinate and oversee construction projects with Director and/or Director's designee.
4. Research space planning and bring recommendations for upgrades and safety requirements for YVL facilities.
5. Responsible for management and maintenance of Library fleet including Courier vehicles.
6. Selects, trains, and motivates personnel within assigned area; works with employees to correct deficiencies; resolves a wide range of routine and non-routine

personnel issues and difficult situations; implements discipline and termination procedures in coordination with the appropriate management staff.

7. Supervises and provides oversight to assigned personnel to ensure that community library services and collections meet objectives of the strategic plan and annual work plans. Develops community libraries objectives and monitors progress and adjusts work plans as appropriate. Recommends and administers policies and procedures.
8. Conducts performance appraisals of assigned personnel.
9. Supervise janitorial and other facilities contracts under the direction of the Director and/or Director's designee.
10. Supervise equipment repair and maintenance, including vehicles, with the exception of IT specific equipment such as computers, phones, etc., under the direction of the Director.
11. Researches sources for needed equipment and supplies and make recommendations for purchase and replacement as directed.
12. Make recommendations for budget based on department or community libraries' needs.
13. May create and maintain various inventory databases as needed.
14. Documents facility procedures and routines through creating, maintaining and updating facility procedure manuals and other forms of written documentation with library guidelines and protocols.
15. Supervises and determines grounds keeping needed at select locations.
16. Maintains up to date OSHA/WISHA requirements
17. Attends OSHA and other training as available.
18. Performs other duties as assigned.

### **Qualifications**

1. Associates degree in building maintenance technology, or a related discipline.
2. Three years experience in janitorial and building maintenance.
3. Two years of related supervisory experience.

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4. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
5. Completion of OSHA 30-hour General Industry training
6. A valid Washington driver's license and normal risk insurability.

### Knowledge of:

1. English usage, spelling, grammar, and punctuation, and basic mathematical principles.
2. Principles and procedures of record keeping.
3. Basic principles of facility maintenance and management.
4. Knowledge of Public Works and Prevailing Wage Information.
5. Pertinent Federal, State and Local laws, regulations and ordinances.
6. Basic building and vehicle maintenance schedules.
7. Familiarity with Windows operating systems.
8. Current office methods, equipment, practices and procedures including PC usage and high level of familiarity with word processing, spreadsheet, and other office productivity products, report writing software, emailing systems, and web-based searching.
9. Current OSHA/WISHA regulations.

### Skill in:

1. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library customers and library employees.

### Ability to:

1. Undertake projects which may be intricate and complicated and may require a high level of technological ability along with the ability to apply technological knowledge practically to achieve high quality results.

2. Track workflow and follow through on work commitments in a timely manner.
3. Ability to research and locate legal or other information regarding maintenance, construction, public works, and prevailing wage.
4. Perform detail-oriented work with high quality results in a short period of time, managing time effectively and remaining on task despite interruptions.
5. Prioritize special projects based on designated current system-wide need assessment documents.
6. Gain thorough knowledge of the library's policies, procedures and programs.
7. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
8. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
9. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
10. Operate relevant computer systems, including hardware, software and office machines.
11. Work occasional evenings and weekends.
12. Obtain and maintain a valid Washington driver's license, and ability to drive frequently and alone to all libraries.
13. Obtain and maintain a current First Aid/CPR card.
14. Attend work on a regular and dependable basis.

**Work Environment and Physical Demands**

1. Normally seated, standing or walking at will.
2. May include driving alone to branches within the service area.
3. On call 24 hours per day/7 days per week to manage facility maintenance and security issues which may arise.
4. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 50 lbs. upon occasion.

5. Keyboarding and working at a computer monitor for extended periods of time required.
6. Phone usage, reading, speaking, and listening required.
7. Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to resolve situations or problems.

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Signature

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Date