



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title:	Director of Facilities Maintenance and Fleet Operations	Position Code.:	1125-25E
Reports To:	Deputy Executive Director/Operations	Classification:	Exempt
Division:	Operations	Date:	04/2019

JOB SUMMARY:

Under general administrative direction, plans, leads, organizes, and controls the library system's facilities maintenance, fleet and delivery/logistics operations; manages the maintenance and repair of buildings, grounds, vehicles, and equipment; prepares and maintains contingency plans and takes charge of physical emergencies; actively participates in the library system's safety programs; prepares the budget; supervises and provides leadership to facilities maintenance staff; supervises all facilities maintenance and repair projects, and may participate in the planning, administration, and coordination of major capital and renovation projects in partnership with the planning department.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, and assigns the work of facilities maintenance staff; makes recommendations for hiring; develops their potential and monitors and evaluates their performance and work outputs to maintain efficiency and quality of work.
- Monitors productivity/work flow and resolves problems to ensure deadlines are met; provides information, advice, feedback, or assistance to staff to refine work outputs or resolve problems.
- Plans, organizes, and evaluates daily operations of the unit to include scheduling equipment and staff; plans short-term activities and special projects; develops and implements work objectives for unit.
- Champions the library's strategic goals and initiatives with the system's mission, vision and core values in mind.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: scheduling, managing and approving payroll time entries, approving leave requests for direct reports; planning, assigning and directing work; communicating with staff; monitoring and appraising performance; addressing complaints and resolving problems; providing coaching and mentoring for direct reports; and training staff as necessary on basic job functions.
- Trains and serves as a mentor for applicable facilities maintenance staff appropriately as it relates to work requiring state licenses and certifications.
- Directs and monitors efforts to insure environmental quality of facilities; plans and implements energy conservation and management efforts; takes action to enhance the safety of employees and the public.
- Periodically inspects all facilities and major equipment items and prepares list of maintenance needs at each facility; plans and implements immediate short/long range projects for preventive maintenance; instructs staff in preventive maintenance procedures.
- Directs delivery services and fleet maintenance for the library system.
- Counsels and assists Business Office staff in negotiating maintenance supply and contract purchases and provides specifications for work to be performed by outside contractors; requests and reviews bids received and recommends contractor in concert with Business Office staff; inspects and approves or rejects work of contractor.
- Budgets, coordinates and oversees all of the library's repair and maintenance/upgrade projects, utilizing outside contractors as needed.
- Consults with other library/department heads concerning special modifications or needs for a particular work area or building; periodically updates list of maintenance and repair needs at all locations and advises supervisor on priorities and costs.
- Participates in hiring staff, in conjunction with the Deputy Executive Director/Operations and the Human Resources Department.
- Oversees the Maintenance Connection work order system; keeps system updated and available to all library staff.
- Responds to calls from the alarm company and secures buildings; implements the setting of security codes and code changes; issues keys for all library facilities.
- Participates in and performs building maintenance tasks; assists with and oversees moving of books, materials, equipment, furniture, fixtures.
- Works with the Friends of the Library on book moves for the annual Friends of the Library book sale; oversees facility issues for the Friends of the Library materials sort site.
- Authorizes outside contractors to perform emergency repairs or snow removal from library parking lots; performs local snow removal as needed.
- Coordinates roof repairs and replacements at all locations; obtains proper funding for projects either from the budget, city, or insurance company.

- Oversees the library's janitorial contract; oversees and directs janitorial crew as needed.
- Aids the Business Office in hosting the annual surplus sale of equipment.
- Manages the delivery of routine supplies to the libraries in conjunction with the Business Office.
- Monitors statistical data on energy consumption, materials cost and so forth for future budget projections.
- Prepares annual department budget including objectives, program-of-work and cost estimates for the department; authorizes expenditures and monitors approved budget; manages the purchasing/inventory of supplies, materials, and equipment.
- Maintains awareness of technological advances through reading pertinent materials and attending work-related short courses and formal and informal classes and technical workshops.
- Assures compliance with local, state, and federal environmental, health, and safety standards and regulations; consults with insurance agent on claims submitted by and against the library system.
- Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, and others.
- Drives library or personal vehicle to and from various locations.
- Provides excellent customer service.
- Uses effective techniques, good judgment and established organizational values, policies and procedures to resolve difficult situations.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library users' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Frequent travel to all library locations.

INTERACTION:

- Interaction with all levels of staff, Commission members and the general public.

MATERIAL AND EQUIPMENT USED:

- A/C Vacuum Pump
- A/C Test Equipment
- Computers
- Electrical Test Equipment
- Electronic Test Meters
- Hand Tools
- Mechanical Test Equipment
- Microsoft Office
- Power Tools
- Refrigeration Gauges
- Shop Equipment
- Vehicle (fleet/personal)
- Welding Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Associates degree or the equivalent of two years of college or vocational school education in engineering, construction, or a closely related field; and,
- Four to six years of progressively responsible related experience in facilities management; and
- Four to six years supervisory/managerial experience leading a team of at least four people.

Licenses and Certifications:Required upon hire:

- State of Oklahoma Mechanical Contractors License (HVAC/R Unlimited)
- State of Oklahoma Boiler Operator's License – Class 3 or 4
- EPA, CFC (chlorofluorocarbons) Universal Certification
- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record
- Must be willing to assume responsibility and oversight for apprentices and journeymen working under his/her direction and supervision.

Required within 60 days following employment:

- OSHA approved Forklift Operator's Certification

HIGHLY PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university in Business Administration, Business Management, Engineering (Mechanical, Industrial, Electrical, Civil), Facility Management, Energy Management or a related field.
- IFMA Facility Management Professional™ (FMP®) Certification
- IFMA Certified Facility Manager® Certification

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Principles and practices of facilities management.
- Operation, repair, and maintenance of HVAC systems and electrical systems.
- Library policies, procedures, and equipment.
- All computer applications and hardware related to performance of the essential functions of the job.
- Record keeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Analyzing and resolving office administrative situations and problems.
- Budget preparation and analysis.
- Interpersonal skills necessary to effectively interact with internal staff, contractors, citizens, and other library staff in order to give and extricate information in a courteous and friendly manner.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities:

- Ability to effectively listen to customers and employees as part of understanding their needs.
- Analytical ability to plan work schedules, evaluate work performances, provide input on budget planning; and to assess preventive maintenance/repair needs and develop cost effective plan.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, bend, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.

- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

SUPERVISORY RESPONSIBILITY:

- This position supervises multiple levels of facilities maintenance staff.

WORK ENVIRONMENT:

- While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, outdoor weather conditions, toxic or caustic chemicals, risk of electrical shock, and work with explosives.
- Working time will require irregular hours and/or on-call status.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.