

Palos Verdes Library District  
Manager - Facilities

Last Reviewed: April 2019

Salary Range: 70

**Purpose**

The Manager – Facilities plans, organizes, manages, and provides direction and oversight for all activities related to the cleaning, maintenance, and enhancement of the District's buildings, facilities, grounds, and electrical and mechanical systems; and provides complex professional assistance to District management staff and the Board of Library Trustees in areas of expertise.

This is a management classification that manages, directs and participates in all of the District's buildings and facilities maintenance and repair programs, projects, and activities. Responsibilities include managing and overseeing the day-to-day operations and activities of the facilities department including the development and management of current and long-term janitorial, preventative maintenance and improvement schedules and plans along with their associated budgets. In addition, the Facilities Manager manages projects related to the repair, maintenance, and enhancement of the District's facilities, grounds, and related electrical and mechanical systems; overseeing contracts and contractors; preparing reports and recommendations on current and proposed projects; and providing highly responsible and complex administrative support to the District Director. The incumbent is accountable for accomplishing departmental planning and operational goals and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF ESSENTIAL 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 that qualified employees can perform the essential functions of the job.*

**Management and Leadership**

Provide management and leadership to department staff, including

- Interviews, selects and trains new employees.
- Recommends promotion/demotion or other changes in status of staff members.
- Plans and directs work/duties of staff members.
- Provides staff members with feedback on their work performance through informal coaching and the annual review process.
- Engages staff members in continuously improving the operation of the department and of the Library District.
- Ensures that staff members are well informed about District services, operations, programs, events, employee benefits, etc.
- Ensures staff members have appropriate training and professional development opportunities.
- Identifies opportunities to improve efficiency. Develops and implements methods to improve the efficiency and effectiveness of the department.
- Ensures that the department provides excellent customer service both internally to colleagues in other departments and externally to those who use the District's facilities.
- Maintains productive working relationships with vendors and suppliers.

- Contributes to the development of the annual budget and manage expenditures in your area of responsibility within the approved budget.

## **Safety**

- Ensures the safe and efficient operation of the Facilities department.
- Participates as a member of the District's Safety Committee.
- Serves as an active member of the Incident Response Team.
- Works with Human Resources to lead development and implementation of the District's Emergency Response Plan.
- Contributes to the development of policies and procedures to ensure the safety of District employees, contractors, volunteers, and visitors to District facilities. Assist Human Resources with the District's Injury and Illness prevention Program including safety training.
- Manages building security
- Ensures District facilities comply with all applicable occupational health and safety laws, ordinances, rules and regulations.
- Ensures Facilities employees receive all legally mandated training related to their work (e.g. OSHA).
- Oversees the maintenance and compliance of all fire control and sprinkler systems and compliance with all fire and safety codes.

## **Facilities Maintenance**

- Manages the Facilities Department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Plans, manages, and oversees the daily functions, operations, activities, projects, and programs of the Facilities department.
- Ensures the timely completion of all necessary repairs and maintenance on District facilities, including emergency repairs that may require completion outside of normal business hours.
- Conducts regular inspections to identify problem areas and plan for remedial action.
- Oversees the development of preventative maintenance plans and schedules.
- Administers a maintenance work order and management system for the recording and scheduling of maintenance tasks.
- Analyzes facilities maintenance and management needs and determines which tasks District employees should carry out and which should be contracted.
- Writes specifications and arranges for estimates and bid proposals for service and repair contracts. Negotiates contract terms and recommends awarding of contracts. Authorizes contract payments based on satisfactory completion of contracted work.
- Ensures all work is managed in compliance with applicable District policies and local, state, and federal laws and regulations.
- Directs the work of employees and contractors providing custodial, landscaping, refuse collection, and other services necessary to maintain the safety, cleanliness, and operability of District facilities.
- Develops and implements standards, policies, and procedures to ensure a high level of customer service and quality of workmanship. Inspects and evaluates work being performed by contractors and employees.
- Reviews and makes recommendations regarding the purchase of equipment and materials to support facilities maintenance needs.
- Manages exterior maintenance and landscaping landscaping contracts and programs.
- Oversees the operation, maintenance and upkeep of the District maintenance fleet vehicles.

## Capital Planning and Projects

- Develops and implements a 3-year rolling facilities management plan incorporating predicted capital expenditure/asset replacement needs based on lifecycle analysis and maintenance records. Works with Director-Finance and Administration to integrate the capital plan with the annual budget.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the District's facilities maintenance, repair, and enhancement activities, including planning and managing large-scale maintenance and capital improvement projects.
- Works with the District Director and Board of Library Trustees to develop plans for major facilities expansion and improvement projects. This may include working with external consultants to develop designs, specifications, drawings, and cost estimates.
- Manages approved capital projects as assigned. Prepares justifications and budget estimates for proposed capital projects in accordance with District policy. Writes specifications and arranges for estimates and bid proposals for capital project contracts. Negotiates contract terms and recommends awarding of contracts. Authorizes contract payments based on satisfactory completion of contracted work.
- Ensures all projects are managed in compliance with applicable District policies and local, state, and federal laws and regulations.
- Supports and contributes to major capital projects that are under the direction of an Owner's Representative or other delegate of the Board of Library Trustees.
- Manages leased, or non-owned library program space in accordance with written agreements and library program needs.

## Administration

- Participates as a member of the Management Team and contributes to the development of District-wide plans, goals, objectives, policies, and procedures.
- Develops procedures and methods to improve the efficiency and effectiveness of assigned areas of responsibility; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvements and recommends such to the District Director.
- Plans, manages, and oversees the daily functions, operations, activities, projects, and programs of the Facilities department.
- Prepares the annual Facilities Department budget and manages expenditures to ensure they remain with budget. Prepares and administers budgets for projects and purchases needed to maintain a safe environment for staff, volunteers and patrons.
- Develops and reviews staff reports related to assigned building and facilities maintenance and repair activities and services; presents reports to the District Board of Library Trustees and other commissions and committees; performs a variety of public relations and outreach work related to assigned activities.
- Provides highly complex staff assistance to the District Director; prepares and presents staff reports and other necessary materials and correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facilities maintenance. Represents the Facilities

- Department and the library district in meetings with governmental and regulatory agencies, community groups, professional organizations, businesses, and individuals.
- Performs public relations and outreach work related to assigned activities.
  - Monitors changes in regulations and technology that may affect operations; evaluates their applicability to District needs; implements policy and procedural changes after approval.
  - Receives, investigates, and responds to problems and complaints in a professional manner; identifies and report's findings and takes necessary corrective action. Prepares statistical and analytical reports.
  - Administers Human Resources procedures in relation to department staff (eg. time and attendance record keeping, work and vacation scheduling, etc.), to ensure all libraries are adequately staffed for opening and closing procedures and within safety guidelines set forth by the District.
  - *Performs other duties as assigned.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors and District staff, in person and over the telephone.
- Management principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and practices for the maintenance of facilities, grounds, and mechanical and electrical systems.
- Principles and practices of budget development and administration.
- Project management principles and methods.
- Principles and practices of procurement.
- Principles and practices of contract administration and evaluation.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the area of assignment.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, including capital improvement, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with coworkers.

**Education, License, 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:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, construction technology, engineering, or a related field, and five (5) years of increasingly responsible facilities maintenance and repair management, including two (2) years of supervisory experience. Additional experience may be substituted for the education on a year-for-year basis, up to a maximum of two (2) years. Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to inspect various building and facility sites; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry equipment, reports, and records that typically weigh less than 40 pounds.

**Environmental Elements**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and may be exposed to hot and cold temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

May be required to work flexible schedules including evenings, weekends, and holidays.