



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Assistant Director of Facilities
Reports To: Director of Facilities
Division: Operations

Position Code: 1150-120
Classification: Exempt
Safety-sensitive: Yes
Date: 1/2025

JOB SUMMARY:

Assists in overseeing the maintenance of the library's facilities; performs non-routine, complex maintenance and repairs on library buildings, and equipment; and supervises maintenance technicians/apprentices.

ESSENTIAL JOB FUNCTIONS:

- Assists with planning, organizing, directing, and evaluating daily operations of maintenance including scheduling equipment and staff; participates in planning short-term activities and special projects; assists with developing and implementing work objectives for maintenance.
- Plans, coordinates, and assigns the work of others; monitors work outputs to maintain efficiency and quality of work.
- Serves as a part of the emergency response team for after-hours and weekend emergencies including calls related to fire, building intrusion, and other maintenance-related emergencies.
- Trains and serves as a mentor for applicable facilities maintenance technicians as it relates to work requiring state licenses and certifications. Under the general direction of the Director of Facilities:
 - Oversees the preventive maintenance and repairs of the library building heating and air conditioning systems, including troubleshooting low and high-voltage A/C controls, disassembling, inspecting, overhauling, and reassembling compressors and related systems.
 - Directs the service and repair of refrigeration equipment, ice makers, refrigerated drinking fountains; boilers and electric furnaces; electrical appliances; plumbing pipes, and fixtures including gas pipes.
 - Troubleshoots and repairs electrical problems, removes and adds wiring, circuit boxes, new circuits, controls, switches, plugs, and other electrical fixtures and features with voltages ranging from 110 to 480.
 - Oversees and/or performs welding and/or brazing of pipes and other fabrications, fabrication of sheet metal work, painting, carpentry, masonry, tile, sheetrock, and other construction trades work.
 - Oversees and/or installs, repairs, and programs access control and alarm systems, lawn irrigation systems, and lighting computer systems.
 - Monitors the performance of vendors contracted to provide facilities maintenance services (e.g. janitorial, pest control, landscaping, elevator maintenance, etc.) for the library; works with the Business Office to review and evaluate annual vendor service contracts.
 - Oversees parking lot striping.
 - Oversees clearing of facility parking lots and walkways resulting from inclement weather.
- Serves as "Director in Charge" in the absence of the Director of Facilities.
- Provides excellent service to internal and external guests.
- 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.
- Acts as a backup for fleet maintenance and delivery operations, providing support as needed to ensure smooth continuity of services.
- Participates in hiring staff in conjunction with the Director of Facilities and the Human Resources Department.
- Assists the Director of Facilities with planning and annual departmental and systemwide budgeting for planned and unplanned maintenance repairs and third-party contracts.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission, and core values in mind.
- Stays current with technological advances by regularly reading relevant materials and participating in work-related short courses, formal and informal training sessions, and technical workshops..

- Drives library or personal vehicle to and from various locations.
- 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 guests' 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, contractors, vendors, and the public.

MATERIAL AND EQUIPMENT USED:

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

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School diploma or GED; and
- Four years of experience in facilities maintenance

Licenses and Certifications:

Required within 30 days of hire:

- State of Oklahoma Mechanical Contractor's License (HVAC/R Limited or Unlimited). Must maintain active or inactive mechanical contractor's license (whichever is needed by the Library) and meet all licensure eligibility requirements, including taking the required continuing education courses every three years. The Library will pay all costs associated with the license while the employee is employed by the Library.

Required at time of employment:

- State of Oklahoma Boiler Operator's License – Class 3 or 4 or must obtain at next scheduled licensing test offered by the State of Oklahoma following employment.
- EPA, CFC (chlorofluorocarbons) Universal Certification
- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record as defined in the Driver Safety Procedures
- Must be willing to assume responsibility and oversight for apprentices and journeymen working under their direction and supervision.

Required within 60 days of hire:

- OSHA-approved Forklift Operator's Certification

HIGHLY PREFERRED QUALIFICATIONS:

- Associate's degree or vocational school education in engineering, construction, or a closely related field.
- One or more years of supervisory/managerial experience leading a team of at least four people.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of facilities maintenance and repair.
- Principles and practices of carpentry, plumbing, HVAC, and electrical system maintenance and repair.
- Record keeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Library policies, procedures, and equipment.
- All computer applications and hardware related to the performance of the essential functions of the job.
- Operation and use of all assigned equipment utilized in the performance of the essential functions of the position.

Skill in:

- Using interpersonal and leadership skills to effectively interact with staff, contractors, vendors, and citizens to give and extricate information in a courteous and friendly manner.
- Using tact, discretion, initiative, and independent judgment.
- Planning, organizing, assigning, directing, reviewing, and evaluating staff work.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using critical thinking - logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Utilizing effective and creative problem-solving skills.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to respond to onsite emergency situations within a reasonable amount of time.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.
- Ability to manage time effectively.
- Ability to work independently.
- Ability to deal with problems involving several concrete variables in standardized situations.
- 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 50 pounds. Lifting items weighing more than 50 pounds requires having another employee assist with the lift (team lift).

SUPERVISORY RESPONSIBILITY:

- This position supervises maintenance technicians.

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.
- This is a safety-sensitive position.
- This position is eligible for Core and Emergency telework.

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 the 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.

Employment with the Metropolitan Library System for this position is conditioned upon compliance with the Driver Safety-Drug and Alcohol Testing Policy (SH 671). The Driver Safety-Drug and Alcohol Testing Policy is available on the Intranet or from the Human Resources Department.

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.