



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Director of Facilities</b>	<b>Position Code.:</b>	<b>1195-124</b>
<b>Reports To:</b>	<b>Chief Operations Officer</b>	<b>Classification:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Operations</b>	<b>Safety-Sensitive:</b>	<b>Yes</b>
		<b>Date:</b>	<b>12/2024</b>

#### **JOB SUMMARY:**

Plans, leads, organizes, and controls the library's facilities maintenance, fleet, and delivery/logistics operations; oversees 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's safety programs; prepares the department budget; prepares strategic planning documents and directs strategic plan implementation; supervises and provides leadership and accountability to facilities maintenance staff; and may participate in the planning, administration, and coordination of major capital and renovation projects in partnership with the appropriate division and/or department.

#### **ESSENTIAL JOB FUNCTIONS:**

- Oversees the supervision and development of the facilities maintenance staff; monitors work outputs and resolves complex problems to maintain department work quality and efficiency.
- Evaluates department operations and makes adjustments to meet organizational objectives; oversees short-term activities and special projects; develops and implements work objectives for the department.
- Trains and serves as a mentor for applicable facilities maintenance staff appropriately regarding work requiring state licenses and certifications.
- Participates and leads strategic planning activities and directs strategic plan implementation for the department.
- Directs and monitors efforts to ensure 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 a list of maintenance needs at each facility; plans and directs the implementation of immediate short/long-range projects for preventive maintenance; oversees staff instruction in preventive maintenance procedures.
- Oversees delivery services and fleet maintenance for the library.
- Oversees the coordination of maintenance activities and liaises with other entities including city, county, and municipal officials and contacts, architects, contractors, and stakeholders as needed.
- Counsels and assists the 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 contractors in collaboration with the Business Office staff; inspects and approves or rejects work of the selected contractor.
- Budgets, coordinates, and oversees 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; regularly updates list of maintenance and repair needs at all locations and makes recommendations on priorities and cost impacts.
- Oversees the Maintenance Connection work order system including directing system updates.
- Responds to calls from the alarm company and secures buildings on a rotating basis; oversees the issuing of keys for all library facilities.
- Collaborates with managers to plan and schedule the moving of books, materials, equipment, furniture, and fixtures.
- Collaborates 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; oversees local snow removal as needed.
- Works with the Capital Projects Manager to coordinate roof repairs and replacements at all locations; obtain proper funding for projects from the budget, city, or insurance company.
- Oversees the library's janitorial contract; directs the janitorial crew as needed.
- Collaborates with the Chief Operations Officer and Human Resources department to hire staff.
- Oversees the delivery of routine supplies to the libraries in collaboration with the Business Office staff.
- Monitors statistical data on energy consumption and materials cost 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.

- 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, directing, and evaluating work performance; 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.
- 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.
- Performs special assignments as requested, including researching and preparing reports and projects, developing, and implementing programs, and presenting technical data to management, and others.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Drives library or personal vehicle to and from various locations.
- Provides excellent service to internal and external guests.
- Completes all required and assigned training on time.
- 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 guest 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, stakeholders, contractors, vendors, partners, and the 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:**

- Bachelor's degree from an accredited college or university in facilities management, architecture, engineering, business management, or a related field; and
  - Seven years of experience in facilities management; and
  - Three years of personnel management experience.
- or**
- High school diploma or GED; and
  - Ten years of progressively responsible related experience in facilities management; and
  - Six years of personnel management experience.

**Licenses and Certifications:**

- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record as defined in the Driver Safety Procedures

**Required within 90 days of hire:**

- State of Oklahoma Mechanical Contractors License (HVAC/R)
- EPA, CFC (chlorofluorocarbons) Universal Certification

**Required within 60 days of hire:**

- OSHA-approved Forklift Operator's Certification

**HIGHLY PREFERRED QUALIFICATIONS:**

- Extensive knowledge of general building maintenance and construction practices, including building and grounds maintenance, construction techniques, plumbing, heating/air conditioning systems, electrical systems, sanitation practices, fire and safety regulations and procedures, painting, carpentry, inspection procedures, and local building codes.
- Advanced knowledge of building energy and performance efficiency.
- Experience with library facilities and operations.
- Experience in strategic planning and implementation.
- Master's degree from an accredited college or university in facilities management, architecture, engineering, business management, or a related field
- Associate degree or vocational school education in engineering, construction, or a closely related field.
- State of Oklahoma Mechanical Contractors License (HVAC/R Unlimited)
- State of Oklahoma Boiler Operator's License – Class 3 or 4
- IFMA Facility Management Professional™ (FMP®) Certification
- IFMA Certified Facility Manager® Certification

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

- Building maintenance and safety regulations
- Bid specification development, procurement, and contracting.
- Operation, repair, and maintenance of HVAC systems and electrical systems.
- Trade work and codes.
- Vehicle maintenance.
- Building management systems and work order software.
- Record keeping, report preparation, filing methods, and records management techniques.
- Administration of staff and activities, either directly or through subordinate supervision.
- All computer applications and hardware related to the performance of the essential functions of the job.

**Skill in:**

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Managing contractors to perform building construction, renovation, maintenance, and repairs of library facilities.
- Using problem-solving and decisive decision-making to resolve problems.
- Budgeting and financial management
- Using interpersonal skills necessary to effectively interact with internal staff, contractors, citizens, and other library staff to give and extricate information in a courteous and friendly manner.
- Managing negotiations and contracts.
- 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 respond to onsite emergencies within a reasonable amount of time.
- Ability to effectively listen to guests and employees as part of understanding their needs.
- Ability to assess preventive maintenance/repair needs and develop cost-effective plans.
- 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 read blueprints.
- 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 50 pounds. Lifting/moving items weighing more than 50 pounds requires the use of a lifting device or a team of two or more employees.

**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 highly 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.