

# Facilities Manager

Facilities (Rawlings) Closed ▾

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Pueblo City-County Library District (PCCLD) is an award winning library district, made up of eight branches, that proudly serves as an integral part of the Pueblo community. We're motivated by and dedicated to offering friendly, well equipped and maintained facilities, outstanding collections, and well-trained employees who provide expert services. We're all about encouraging the joy of reading, supporting lifelong learning, and presenting access to information from around the world.

PCCLD is conducting a search for a Facilities Manager. The Facilities Manager contributes to a positive library experience for customers and employees by creating a welcoming and safe environment. This is accomplished by repairing and maintaining buildings, equipment, and grounds for the Library District and by working under the direction of the Facilities Superintendent to lead the repair and maintenance of library facilities, grounds, and buildings. This position serves both internal and external customers in responding to facilities maintenance requests.

## RELATIONSHIPS

The Facilities Manager reports to the Facilities Superintendent and works both independently and as a team member of the department. The Facilities Manager directly oversees the work of the Day Porter and assists the Facilities Superintendent in directing the work of other facilities personnel on building maintenance, grounds, maintenance and repair projects in the absence of the Superintendent or as directed by the Facilities Superintendent. This position will build good working relationships with construction and building maintenance vendors. This position provides direct customer service to both internal and external customers demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Assists the Facilities Superintendent in leading and directing the work of the facilities team and works closely with the Facilities Lead on setting priorities for work orders.
- Supervises custodial Day Porter and oversees the management of all custodial contracted services. Ensures the library district facilities are cleaned regularly and effectively.
- Assists the Facilities Superintendent in managing all other contractors and vendors. Will assist the Facilities Superintendent in reviewing bids, selecting providers and ensuring services are performed in accordance with contracts. Ensures work contracted is completed in a timely manner and investigates any issues and resolves problems.
- Creates reports on maintenance, repairs, safety and other occurrences for supervisors and legal compliance.
- In conjunction with the Facilities Superintendent, the Facilities Manager has oversight for all Preventive Maintenance work. Works closely with the Facilities Lead to prioritize repair and maintenance work and to ensure that preventive maintenance work for equipment, building and grounds is scheduled and completed within guidelines.
- Along with the Facilities Lead, the Facilities Manager will inspect finished work for conformance to standards, accuracy, and completeness.
- Responsible for building access including managing all assigned keys, key maps, door access fobs and sets employee and vendor authorizations for building entry.
- May work alongside facilities crew to perform maintenance, repairs, troubleshooting and installations of all library district buildings, grounds, and equipment. Repairs and maintains physical structures, equipment, and grounds of all library locations. Demonstrates knowledge and skill in using tools, safety equipment, power tools, and machinery.
- Ensures that all legal building code requirements are met including the regular testing and certification of library equipment including fire systems and elevators.
- Maintains and assures security of buildings, vehicles, and other equipment.
- Assists in training and oversight for Facilities employees in the maintenance and operation of library facilities, vehicles and properties. Assists in enforcing federal, state, and library safety and environmental rules. Follows pertinent OSHA regulations, local building codes, and environmental regulations.

## Hiring Team

- AR Alan Rocco (hiring manager)
- VH Victoria Herrera (recruiter)

## Requisition Notes

- TD Add to the discussion
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ADD NOTE

There are no notes.

## Attachments

No attachments...

## Approvers

## Apply Process

Candidates will apply online using the \* Standard Application w/ Degree Requirement process, with the following sections:

Contact Information	On
Voluntary Self-Identification	On
Additional Information	On
Education	On
Licenses and Certifications	On
EEO Statement	On
Resume	On
Section	On

- Serves as Person in Charge (PIC) of Facilities in the absence of the Facilities Superintendent.
- Maintains on-call availability; responds to building needs and emergencies 24 hours per day, 7 days per week. Will serve on rotation with other personnel to respond to alarms.
- Ensures proper security measures for the workplace, including collaborating with security system vendors and internal security personnel.
- Assists in planning, budgeting, and overseeing all projects related to PCCLD facilities and grounds including construction of new buildings, remodel and reconfiguration projects, landscaping, and facility & grounds maintenance.
- May work with Facilities Team Lead to direct the setup of meeting rooms for library staff and organizations using the Rawlings library meeting rooms and spaces.
- Assists the Facilities Superintendent in the ordering of supplies including custodial and cleaning supplies.
- May operate snow removal equipment and shovel walkways to ensure safe access to buildings and parking lots.
- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
- Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.
- Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

## **OTHER DUTIES AND RESPONSIBILITIES**

- May serve on library committees and special projects.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Education and Experience: High School diploma or equivalent. College or vocational course work in general mechanics or electrical engineering preferred.
- Preferred - Licensed or certified in at least one of the following or able to acquire: carpentry, plumbing, electrical, mechanical or HVAC or holds a college level degree in Facilities Management or Building Management.
- Minimum of five (5) years' experience in skilled building trades or facilities management, or holds a college level degree in Facilities or Building Management.

## **Skills and Abilities:**

- Intermediate computer skills with the ability to perform computer functions that are related to the facilities department. This includes working with the computerized work order system, creating maps, and office productivity software such as word processing and spreadsheets.
- Able to work evenings and weekends as needed.
- Mathematical aptitude with ability to measure and use computations used in calculations of specifications for building projects.
- Strong verbal and written communication to speak clearly and accurately in order to impart information successfully and to prepare reports.
- Knowledge of OSHA and other environmental regulations is a plus.
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
- Strong project management skills.
- Ability to design and specify materials requirements for a variety of projects and to perform high-level trade skills, directing the work of other facilities staff in the completion of projects if necessary.
- Ability to plan and schedule work within deadlines and identify priorities.
- Ability to use equipment and tools in a safe and efficient manner.
- Ability to function well under flexible and changing conditions.
- Communication, listening skills, and problem-solving skills are required.

## **Physical Requirements:**

This job is physically demanding, requiring hours of standing, walking, bending, squatting, reaching, lifting, pushing and pulling. Must be able to climb and perform work while perched on ladders or scaffolding. Must be able to lift objects weighing up to 50 pounds and push /pull fully loaded carts weighing up to 200 pounds.

**Other Requirements:**

Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation. Must have a good driving record, valid Colorado Driver's License and automobile insurance.

**Hiring Salary:** \$59,406.53 - \$66,000 annual; \$2,284.86 bi-weekly - \$2,538.46 bi-weekly

**Full Salary Schedule:** \$59,406.53 - \$86,139.47 annual

**Benefits:** PCCLD offers health insurance including a tele-health service, dental and vision insurance, HSA and FSA plans, and 401(k) and PERA retirement plans. Full-time employees also receive paid vacation, sick, and personal leave.

As an **Equal Opportunity Employer**, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Administrative Info

Salary Range		
Not Specified	Number of openings: 1	
Desired Start Date	Office	Department
Not Specified	Rawlings	Facilities
EEO Type	Job Industry	Job Function
Not Set	Not Specified	Not Specified
Budget	Replacing	Requisition Id
Not Set	None	Not Specified
Posting Location	Close this Requisition...	
Same as Office	Manually	

Custom Fields

Employee Type  
Regular Full Time

Branch  
Support Services

Department  
Facilities