Assistant Facilities Manager

Department: Assistant Facilities Manager  Class Code: 884
Revised Date: June 2024  FLSA Status: Exempt

GENERAL PURPOSE: Under limited supervision, aids the Maintenance & Facilities Manager in planning, coordinating, and managing the activities of the Spokane Public Library’s Facilities department to create safe, clean, efficient, functional and welcoming facilities; prepares and maintains work schedules for Facilities staff; Assists in planning, overseeing and coordinating facilities projects; oversees the daily work of caretakers and custodial staff; and performs other related duties as assigned which may include, in unusual staffing circumstances, some intermediate maintenance and repair work as deemed necessary.

PRIMARY DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Assists the Maintenance & Facilities Manager in planning, overseeing, and coordinating daily Facilities department operations, including building and grounds maintenance, custodial services, fleet management, messenger delivery services, purchasing, and building and security monitoring.
- Prepares and maintains work schedules for Facilities staff; reviews and approves timesheets in the absence of the Maintenance & Facilities Manager.
- Plans, assigns, and oversees daily work tasks and projects, delegates tasks to Facilities staff; monitors the progress and quality of work performed; provides feedback to the Maintenance & Facilities Manager regarding performance.
- Ensures Facilities staff are adequately supervised, trained, and evaluated including suggesting promotional or disciplinary decisions in coordination with the Maintenance & Facilities Manager and Human Resources. Ensures Facilities staff understand and are in compliance with their delegated job duties and assignments, are in compliance with departmental policies, procedures, safety and regulatory requirements and provides feedback to the Maintenance & Facilities Manager regarding employee performance.
- Performs and or may assist others, in unusual staffing circumstances, in intermediate maintenance, repair and electrical work on building systems such as HVAC, electrical, security, battery backup and irrigation. Performs and/or may assist others, in unusual staffing circumstances, intermediate maintenance, repair and electrical work on library equipment, such as kitchen appliances.
- Communicates with Library departments regarding maintenance requirements; receives, processes, prioritizes, and tracks facilities maintenance requests in coordination with the Maintenance & Facilities Manager; addresses and facilitates the timely resolution of maintenance complaints from Library departments and/or the general public.
- Assists the Maintenance & Facilities Manager in departmental ordering of supplies and equipment used in the maintenance of the library’s facilities and grounds; monitors and assists in maintaining supply inventories. Identifies surplus items and assists the Maintenance & Facilities Manager in the disposal process in accordance with library policy and state guidelines. Assists the Maintenance & Facilities Manager in planning and managing minor construction, space utilization, maintenance and repair projects.
- Delegates library Facilities staff and may assist in the absence of a Caretaker in maintenance and repair such as patching walls, painting walls or woodwork, repairing furniture, replacing windowpanes, light bulbs, LED diodes and drivers.
- Delegates and assigns library Facilities staff to perform light craftwork such as minor plumbing, carpentry, and electrical work, or may supervise outside vendors engaged in such work.
JOB DESCRIPTION

- Monitors climate control systems in coordination with Caretaker staff. In the absence of a Caretaker may immediately perform this duty.
- Assists with securing and unlocking library buildings in coordination with Public Services staff.
- Assists Caretaker staff in unusual staffing circumstances, immediately with preventive maintenance on library buildings, lawn mowers, snowblowers and other equipment. Assists the Maintenance & Facilities manager in ensuring proper storage of seasonal equipment, spare parts, shelving, custodial, maintenance and library supplies located at the library’s off-site warehouse facility.
- Assists Caretaker staff in the maintenance of safety data sheets and promotion of a safe work environment. Assists the Maintenance & Facilities Manager in the preparation and maintenance of a variety of departmental records, reports, and documentation.
- Monitors library building control software, including security systems, and responds to notifications, alarms and/or emergency calls in coordination with the Maintenance & Facilities Manager as necessary.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:
- High school graduation or its equivalent.
- Two years of experience in a facilities department, including experience in a supervisory and/or managerial role overseeing staff, facilities projects and equipment and grounds maintenance; OR an equivalent combination of education and experience.

Required Licenses or Certifications:
- Must possess a valid Driver’s License and a good driving record.

Preferred Licenses or Certifications:
- EL 06 limited energy, EL6A HVAC/RFRG Low Voltage electrical license.

Required Knowledge of:
- Public building cleaning practices, supplies and equipment.
- Building, grounds, fleet, and equipment maintenance principles and practices.
- The methods, materials and tools used in facilities maintenance and repair work.
- HVAC, electrical, plumbing, and carpentry principles.
- Computer systems, databases, and standard and specialized software.
- Supervisory principles, practices, and methods.
- Project management principles and processes.
- Issues, opportunities, and trends for urban public spaces.
- Safety and sanitation standards.

Required Skill in:
- Supervising, leading, and delegating daily facilities tasks and maintenance projects.
- Implementing facilities policies and procedures; resolving equipment and facilities issues.
- Ensuring the proper maintenance of Library buildings, grounds, equipment, and vehicles.
- Receiving, processing, prioritizing, and assigning maintenance work orders.
- Preparing and maintaining work schedules.
JOB DESCRIPTION

- Operating and maintaining a large delivery van.
- Operating equipment, such as a forklift, bobcat, personal lift, or utility trailer.
- Using a variety of hand and power tools.
- Using power equipment such as buffers, carpet cleaners and lawn mowers safely and efficiently.
- Performing electrical, plumbing, HVAC, mechanical and structural repairs and maintenance.
- Reading, understanding, and following written instructions.
- Effective written and verbal communication.
- Establishing and maintaining effective working relationships with other staff, other Library and City departments, outside agencies, contractors, vendors, and the general public.
- Coordinating with Library departments regarding maintenance projects.

Physical Demands / Work Environment:

- Work is performed in a public library environment and is subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing step stools/ladders, operating equipment and lifting of objects up to 60 pounds.
- Work is also performed in a facilities maintenance environment and involves exposure to variable weather conditions, machinery with moving parts, electrical currents, hazardous materials and chemicals, blood borne pathogens, and working at heights.
- Must be able to stand and/or walk for extended periods of time; seize, hold, grasp and turn objects; push/pull up to 250 pounds with the use of carts or dollies; regularly lift/carry up to 40 pounds; occasionally lift up to 60 pounds; ascend or descend ladders, stairs, scaffolding and ramps; stoop, kneel crouch and crawl; and reach high and low places.