



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Facilities Manager (MGR), General Services

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the intermittent supervision of the General Services Director, the Facilities Manager is responsible for the operational and administrative Leadership of the Facilities Department. Duties include the operational and administrative oversight of grounds maintenance, building repairs and renovation, life safety systems, vehicle maintenance and repairs, parts inventories and warehouse oversight. The position frequently interacts with other District departments to ensure safe, compliant, effective and efficient operations. Hires, trains, and supervises facilities service personnel as required. In addition, the position is responsible for fostering positive relationships within the community and assisting with the oversight of District projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day operational management of a the Facilities Department:
 - a. Performs work order scheduling, assignment, cost tracking, and related functions using a computerized maintenance management system (CMMS);
 - b. Inspects maintenance, repairs, and installation work to ensure conformance to established specifications and that work is completed in a satisfactory manner;
 - c. Plans, budgets, and schedules Library District facilities' repairs and modifications including cost estimates, bidding, scheduling, and contract award;
 - d. Develops short-and long-range plans for the routine, preventive, and major maintenance and repair of buildings, grounds, utility plants and systems, equipment, and vehicles;
 - e. Directs and motivates assigned staff to achieve established goals;
 - f. Ensures compliance of all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures;

- g. Formulates and coordinates specifications, requirements for proposals and contracts, and associated documents for parts and supplies acquisitions and contracted services;
 - h. Develops, maintains and monitors Facilities Department's budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Assists in the supervision of assigned staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development;
 - c. Conflict Resolution.
 3. Assists with the development and implementation of annual facilities operational goals and objectives.
 4. Assists with the oversight of facilities projects, programs, vendors, and committees to support and achieve service or program initiatives and goals.
 5. Develops relationships and communicates with the local community to assist in the establishment of outreach programs to support community and District goals.
 6. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
 7. Stays abreast of current and future trends in Facilities Management and Public Administration and makes recommendations regarding future District Strategies and Planning.
 8. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Public Budgeting Methods & Practices
- Project Management

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in Civil, Mechanical, Electrical Engineering, Architecture or Business/Public Administration (BA or BS from an accredited institution).

Preferred: N/A

- **EXPERIENCE:**

Required: Five (5) years of facilities management experience with at least (3) three of those years working with both commercial buildings and grounds maintenance.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: May be obtained within 24-months of assuming position: University of Nevada Las Vegas (UNLV), Management Certificate program.

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is frequently required to stand; walk; crawl; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of Building and Construction: Materials, methods and tools involved in the construction or repair of buildings or other structure.
- Knowledge of the operation and maintenance of building mechanical systems including heating, cooling, ventilating, steam, water, electrical and waste systems.
- Knowledge of landscape maintenance techniques, equipment and requirements.
- Knowledge of equipment and vehicle maintenance: Performing routine maintenance on vehicles and equipment and determining when and what levels of maintenance are required.
- Knowledge of safe work practices, state and local building codes, OSHA standards, and industry accepted maintenance and construction practices and procedures.
- Knowledge of proper methods and techniques used to conduct and document facility condition and safety inspections/audits.
- Ability to motivate and supervise staff.
- Ability to travel frequently between work-sites.
- Ability to accurately prepare and maintain files, records and reports.
- Ability to maintain effective interpersonal relationships.
- Ability to implement change initiatives related to administrative processes and technologies.

DEVELOPED: May 21, 2021