

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Facilities Manager		
Reports to	Finance Director	Supervises	Facilities Specialist
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	Not eligible for remote work
Revision Date	February 2025	Compensation Band	MP4
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check Valid driver license Branded high-visibility clothing and non-slip, safety toe footwear must be worn at all times		

Job Overview

Working independently with minimal guidance, this position evaluates, develops, and implements preventive and/or restorative maintenance programs for all District facilities, physical plants, grounds, and vehicles.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have eight years of experience in trade and craft areas, building operations, and/or the construction industry, with two years of experience working with contracted service providers and subcontractors, and administering contracted services, as well as three years supervisor experience. Certificate or license in HVAC, plumbing, roofing, electrical, or energy management preferred. The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services
	Communicate effectively with staff and customers
	Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines.
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of information
	Model behavior for high levels of service
	Perform minor HVAC, electrical, plumbing, mechanical, and carpentry work
	Read and interpret blueprints and building codes
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Establishing and maintaining successful team relationships
	Library services and resources
	Mechanical air testers and drills; electrical testers; plumbing threader; cut-off saw; hand tools including, but not limited to, hammer, drill, saw pipe, wrenches, screwdrivers, pliers; calculator; landline and cell phones; motor vehicle
	Microsoft Office and other software applications
	Principles of bid development, solicitation, and evaluation
Standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, carpentry trades, and crafts	

	Use of basic hand and power tools
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

Job Duties

The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Identifies maintenance problems and initiates repair or replacement of parts and equipment as needed. Determines method and source of repair or replacement; authorizes and tracks expenditures for work performed.

Administers vendor contracts for HVAC, custodial services, landscaping, and snow removal, building security, fire suppression, and fire alarm services. Schedules, assigns, and reviews ongoing building maintenance processes.

Inspects and evaluates the life expectancy of District buildings, physical plant, landscaping, and vehicles; determines level of maintenance required to maximize life expectancy.

Reviews bid proposals and provides recommendations for contracted services. Issues or approves change orders, inspects, and evaluates work to ensure work performed meets contract specifications.

Serves as technical expert to District management for the maintenance, repair, and/or renovation of District facilities.

Prioritizes and schedules preventative maintenance activities; ensures all preventive maintenance procedures are carried out correctly, efficiently, and according to schedule.

Assists in the development and administration of the facilities maintenance budget; develops budget estimates for maintenance programs and capital improvements.

Monitors facilities to ensure they remain ADA compliant, meet or exceed applicable building code(s), and comply with health and safety rules and regulations pertaining to public buildings.

Enforces the Code of Conduct.

Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary.

In addition, this position may:

- Assist in developing plans for new construction and/or evaluating plans for new or remodeled buildings.
- Participate in the surplus disposition decision for most District surplus items.
- Clean & disinfect common and shared work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as assigned.

Supervisory Responsibilities

The supervisory responsibilities listed are intended only as illustrative. The omission of specific responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Participate in the hiring process.

Provide constructive feedback and on-time performance evaluations.

Identify training needs and recommend/assign training to meet those needs.

Set priorities and expectations.

Serve as a positive role model, embracing change, in order to motivate and coach staff to grow and further their skills.

Work Environment

An individual performing the duties in this position is required to work both indoors and outdoors in all weather conditions. Occasionally work must be performed in high, precarious places and/or near or around moving mechanical parts. The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed.

Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock are illustrative of the environmental requirements of the position.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck. May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.

Psychological Demands

Make decisions, supervise staff, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues