

Position Title	Facilities Manager		
Working Title			
FLSA Status	Exempt	Job Code	1451
Salary Band	MP4	Revised	1/2019

General Purpose

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

Illustrative Examples of Duties and Responsibilities

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

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.

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

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.

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.

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.

Coordinates the District's recycling program;

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.

Responds to emergency maintenance situations; assures problems are resolved timely and effectively.

May assist in developing plans for new construction and/or evaluating plans for new or remodeled buildings.

May participate in the surplus disposition decision for most District surplus items.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
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 Argonne Library
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Cheney Library
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 Deer Park Library
 509.893.8300

Fairfield Library
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 Medical Lake Library
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Moran Prairie Library
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 North Spokane Library
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Otis Orchards Library
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 Spokane Valley Library
 509.893.8400

Performs other related duties as needed.

Supervision

Reports to: Finance Director

Supervises: Facilities Specialist

Minimum Qualifications

Required

- Bachelor's degree in Facilities Management or related field
- Eight years of experience in trade and craft areas, building operations, and/or the construction industry
- Two years' experience dealing with contracted service providers and subcontractors and administering contracted service
- Three years recent supervisory experience
- Ability to read and interpret blueprints and building codes

Preferred

- Master's degree in Facilities Management or related field
- Certificates or licenses in HVAC, plumbing, roofing, electrical, or energy management
- Building maintenance experience in a multi-facility environment

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- Principles and practices of building and facilities maintenance.
- Principles and practices of supervision.
- The standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, carpentry trades, and crafts.
- Principles of bid development, solicitation, and evaluation.
- 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.

Skill in

- Reading and interpreting blueprints and building codes.



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- Use of basic hand and power tools.
- Use of personal computers and Microsoft Office applications.

Ability to

- Work independently and be self-directed.
- Manage detail; recognize and set priorities.
- Communicate effectively, both verbally and in writing.
- Perform minor HVAC, electrical, plumbing, mechanical, and carpentry work.
- Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings.
- Use hand tools such as a hammer, saw, screwdriver, or wrench.
- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment.

Work Environment/Physical Demands

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.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds.

Special Requirements

- Criminal background check required.
- Must maintain a clear driving record, free from serious violations
- Must have valid driver's license and required insurance.
- Must be able to drive the District's maintenance vehicle to other locations to perform work, and/or attend work-related meetings, workshops or conferences.



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The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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