

LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Manager
Department:	Facilities
Focus:	Facilities
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Library Clerk (Facilities)
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Senior Director, the Facilities Manager is responsible for the oversight and coordination of maintenance for all library equipment, building, and property. Manages and coordinates changes, renovations, new construction and alterations to the main downtown library building and branch locations. This position will also manage and coordinate all capital. In addition, this position will work closely with administrative staff to resolve facility related issues at all library locations. This position assists the Communications Manager to handle event and room rental coordination with staff and vendors, budget, and logistics. Finally, this position manages the planning, control, prioritization and completion of all activities for assigned areas.

Responsibilities and Duties

This list is intended to represent the main functions and not to be all inclusive.

Planning

- Conducts all pre-planning and coordination of office moves, additions, and/or changes; coordinates all necessary work to accomplish move/addition/change including but limited to cost estimates, bid sheets, CAD layouts, and contracts for construction and acquisitions
- Plans for utilization of space and facilities; inspects building and office areas to evaluate suitability for occupancy, ADA accessibility and Ergonomic compliance.

Facilities

- Develops, implements and monitors department budget; manages expenses within approved budget constraints
- Manages and coordinates the regular inspection of library equipment, building, and property; oversees

maintenance including but not limited to offices, production areas, public areas and equipment through development and implementation of preventative maintenance program.

- Responsible for managing the daily facility and grounds maintenance and custodial services pertaining to all library locations.
- Ensures all maintenance and repairs are completed in a timely, cost-effective manner according to all specification and enters maintenance service history into online maintenance tracking system
- Oversees maintenance of organization's physical operation including but not limited to refrigeration, heating, ventilation and air conditioning, kitchen equipment, emergency generator, plumbing, water treatment and electrical systems
- Interfaces with appropriate staff/managers, engineers and outside contractors to review, manage and coordinate communication with and work of outside contractors
- Gathers quotations from vendors for required repairs; schedules and coordinates repairs with service vendors ensuring jobs are completed on time and within approved spending limits
- manage and coordinates workers engaged in moving furniture and equipment, preparing facilities for occupancy, maintenance and repair of equipment, building and property
- Interfaces with library contracted parking vendor to periodically review performance and overall operations to ensure vendor compliance with contracted agreement.
- Prepare accurate and timely reports as required

Events

- In coordination with the Executive Director, Senior Director, and other departments, is responsible for planning, scheduling and implementing special events at the Law Library
- Develops event budgets including outside resources, supplies, equipment, etc.
- Communicates with outside vendors to confirm arrangements, obtain proper approvals, and ensure that Law Library policies are understood and followed
- Supervises or monitors the event to ensure success.
- Provide staff support for the annual Friends of the LA Law Library annual award event

Safety

- Perform regular physical inspections of library grounds, buildings, equipment, and operations; identify hazards and incidents of regulatory non-compliance, and recommend corrective measures.
- Manages security vendor to maintain adequate coverage, library policies and security procedures.
- Provide ongoing safety and loss prevention training to various departments to reduce the frequency and severity of accidental losses.
- Ensures all fire and safety inspections are completed and any discrepancies corrected; ensures property is in compliance with all safety and sanitation policies, procedures and regulations
- Coordinates library employee safety programs, including the Safety Committee, and ensures staff training for emergence preparedness.

Other Responsibilities

- Oversees other special events and projects as needed.

Position Qualifications

Required

- Bachelor degree in a related field or equivalent related experience.
- Previous experience in facilities management, preferably in a library or multi-location setting; ability to read blue prints and mechanical drawings; ability to negotiate; good arithmetic skills; good computer skills; strong interpersonal skills.
- Previous project management experience; ability to conceptualize project responsibilities, analyze issues and problems, and develop solutions; ability to prioritize effectively and to manage multiple projects simultaneously.
- Strong proven supervisory skills and the ability to lead in a strong team-oriented work environment.
- Ability to communicate effectively and diplomatically with staff and patrons throughout the library as well as outside contractors and vendors.
- As demonstrated by experience, good judgment and ability to set and keep deadlines.

Preferred

- AutoCAD software experience.
- Previous experience with digital HVAC control system management.

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Medium, under 50 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee