

TITLE: Facilities Manager

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SCHEDULE: 8AM – 4:45PM, Monday-Friday

SALARY: 70,000 – 85,000

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

The LA Law Library is currently seeking a Facilities Manager within its Facilities department reporting to the Senior Director. This position provides 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 projects. In addition, this position will work closely with administrative staff to resolve facility related issues at all library locations. This position handles 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.

Safety

- Coordinates library employee safety programs and chairs the Employee Safety Committee.
- Updates all safety plan documentation and ensures staff training for emergence preparedness.
- Manages and maintains adequate inventory of all safety supplies at all times.
- 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.
- 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.

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.
- Manages 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 in maintenance service logs.
- 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, assists with 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.

Other Responsibilities

- Oversees other special events and projects as needed.

POSITION QUALIFICATIONS:

Required

- Bachelor degree in a related field, certification in Facility Management 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 or digital mapping software experience.
- Previous experience with HVAC control systems 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.

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please send a resume and cover letter to Careers254@lalawlibrary.org. To view other job openings please visit our website at www.lalawlibrary.org/CAREERS.