

**Palos Verdes Library District  
Assistant Facilities Manager**

Last Reviewed: December 2017  
Salary Range: 50

**PURPOSE**

The Assistant Facilities Manager supports the Facilities Manager with the coordination and administration of activities related to the cleaning, maintenance, and enhancement of the District's buildings, facilities, grounds, and electrical and mechanical systems.

This is an entry-level management classification for the Facilities Department. Incumbents may perform a variety of duties including tracking and follow up with the internal work order system, responding to inquiries and concerns regarding the District's facilities and grounds, overseeing contracts and contractors, managing projects, and performing facilities inspections. Incumbents are expected to demonstrate excellent organizational skills, be proactive in identifying current Facility's Department needs, projecting future needs, and demonstrating innovation in delivering library support services.

**ESSENTIAL JOB FUNCTIONS**

**Management and Leadership**

- Supervise contractors and contractor employees
- May provide technical guidance and/or training to coworkers
- May schedule work and assign tasks to maintenance personnel
- Make recommendations to manager and provides feedback on the work performance of the facilities team
- Assist with departmental coaching and the annual review process
- Responsible for operation of the Facilities Department in the absence of the Facilities Manager

**Customer Service**

- Provide a high level of customer service to staff, volunteers, and the public
- Serve as a liaison to the community and district employees
- Respond promptly to departmental inquiries and requests
- Identifies opportunities to improve service to internal and external customers
- Develop and maintains effective working relationships with colleagues, library support groups, vendors/contractors, and volunteers

**Facilities Administration**

- Responsible for the overall cleanliness and order of all facilities and grounds
- Work with library staff, management, volunteers, and outside vendors to arrange for repairs and maintenance relative to office furnishings, fixtures, equipment, building spaces, and grounds

- Coordinate with library staff, management, and volunteers regarding facility service levels and program support
- Maintain library asset inventory listings and administers asset disposal as directed
- Assist with the coordination of workstation moves, shelving moves, or other space adjustments to meet strategic goals
- Ensure maintenance equipment and fleet vehicles are maintained and schedules repairs or replacement as needed
- Administer the facilities work order system, including assignment of work, communication with work order originators, and tracking for completion
- Assist with Facilities project documentation and administration
- Assist with employee time keeping and semi-monthly timesheet approval
- Assist with records management
- May perform facility inspections

### **Project Management**

- Maintain up-to-date floor plans and associated documentation
- Lead organization of project files and ensure that all files contain prints and drawings, contract and contractor files, architectural submissions, and any and all other documentation.
- Maintain and track vendor bids, files, and contracts
- Process and track departmental invoices
- Coordinate construction and equipment installation projects including construction documentation/permit processes, scheduling, assisting with bid/RFP/quote processes and contractor selection, construction monitoring, change order management, and budget tracking
- Review activities for compliance with contract documents, applicable codes and industry standards, and internal quality, cost, and delivery constraints
- Serve as liaison to the Information Technology department and ensure support for IT projects and activities

### **Safety**

- Supports PVLD health and safety initiatives
- Ensures compliance with national, state, and local fire, safety, and environmental standards and requirements (e.g. in project deployment and event space management).
- Reviews surveillance footage as needed
- Supports safety training, disaster recovery and contingency planning

## **QUALIFICATIONS**

### **Knowledge of:**

- Facilities management principles and practices
- Project management principles and practices
- Contract administration principles and practices
- Environmental, health, and safety laws and regulations as they pertain to facilities management
- Communication techniques required for gathering, evaluating, and transmitting information and directing group discussions

- Computer literacy as related to library applications
- The local community and its library needs
- Record keeping principles and procedures
- Modern office practices, methods and computer equipment
- Computer applications related to work, including word processing and spreadsheet software
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone

**Ability to:**

- Provide effective leadership, management, and supervision
- Translate mechanical/electrical engineering principles and drawings into real-world equipment installation and construction drawings
- Independently analyze complex problems, conduct research, and develop solutions
- Organize own work and the work of others, set priorities, and meet deadlines
- Interpret, explain, and apply all relevant District policies and procedures, and applicable Federal and State laws, codes, and regulations
- Communicate clearly, concisely, and persuasively both verbally and in writing
- Establish and maintain a variety of filing, record-keeping, and tracking systems
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines
- Use computer and other technology, including software, hardware, and the Internet sufficiently to be able to assist customers, conduct research, prepare reports, use email and other communications technologies, etc.
- Demonstrate a strong service orientation and a dedication to quality customer service

**EDUCATION, LICENSE AND EXPERIENCE**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be: Possess a C.F.M or other Facility Management designation, P.M.P or similar Project Management certification, Associate's degree, or equipment technical training desired. Candidates must have at least two (2) years of experience in facility services administration or project coordination. Prior maintenance and/ or project management experience including coordinating/ supervising the activities of multiple vendors and/ or contractors preferred. Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

## **PHYSICAL REQUIREMENTS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to inspect various building and facility sites; to operate a motor vehicle and to visit various District and meeting sites. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry equipment, reports, and records that typically weigh less than 40 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and may have direct exposure to electrical hazards. Incumbents may interact with upset staff, public, volunteers and contractors in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

May be required to work flexible schedules including evenings, weekends, and holidays.