



CHIEF FACILITIES MANAGEMENT OFFICER

Library 21c

40 hours per week, exempt | Position # 300849601

Open to all qualified current staff and external applicants.

Date Posted: September 26, 2024

Location: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

Starting Wage: \$45.70 per hour - \$60.64 per hour+ full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week per the following schedule:

Monday - Friday : 8 a.m. - 5 p.m. with some evenings and weekends.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Application Procedure:

1. Complete a PPLD online application located at ppld.org/Jobs at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until filled.

EOE: As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

CHIEF FACILITIES MANAGEMENT OFFICER (contd.)

Position Summary

Under limited supervision, supports the mission of the Library through maintenance of facilities, grounds, equipment, and general appearance of PPLD assets.

Essential Functions

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

- Provides leadership, supervision, and workflow direction for the entire Facilities Department.
- Serves as Library representative regarding construction and/or renovation projects, coordinates with government officials and community representatives as necessary.
- Performs inspections of all PPLD facilities, machinery, and equipment to ensure all are in optimal working condition; oversees all repairs.
- Develops and implements long-range preventive maintenance plans and ongoing energy conservation/management programs.
- Oversees all Library grounds, including lawn care/landscaping, snow removal, parking lots, and sidewalk maintenance.
- Manages the Library fleet, including licensing, repairs, maintenance, and replacement of vehicles.
- Serves on the Leadership Team; collaboratively makes District-wide recommendations and decisions.
- Hires, supervises, coaches, and monitors the development of department staff; prepares annual performance appraisals as scheduled.
- Serves as a role model for staff; maintains a courteous, positive image of the library.
- Evaluates need for contracted services, receives and reviews bids, recommends contractors, serves as a liaison to selected contractors, monitors expenditures and progress for each contract.
- Develops and manages furnishing maintenance program (including preventive maintenance and replacement of furnishings); assures standardized procedure for purchase of all office furnishings.
- Develops and maintains an internal communication workflow request system to communicate the status of facilities maintenance requests.
- Ensures appropriate implementation of improvements to comply with all applicable local, state, and federal regulations.
- Prepares, recommends, and administers the annual Facilities budget.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Maintains inventory control records of all Library fixed assets.
- Manages storage control for the Library District.
- Participates in special projects as assigned.
- Encourages professional development of department staff.
- Attends regular department meetings and scheduled All-staff meetings.

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- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Expert knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates expert knowledge of facility and maintenance operations and best practices, budget development and monitoring.
- Ability to read and understand construction/architectural drawings and plans.
- Knowledge of electrical systems.
- Knowledge of commercial heating, ventilation, air conditioning and absorption systems.
- Knowledge of metal fabrication and carpentry.
- Knowledge of first level automotive repairs.
- Ability to complete safe driving courses and safely operate a library-owned vehicle.
- Knowledge of local, state, and federal regulations as applicable to facility management, including the Americans with Disabilities Act.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with other departments throughout the Library District, contractors, and other community professionals.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Requires a Bachelor's degree in plant, civil or electrical engineering, facilities management or construction management, or the equivalent in a related field. Master's degree or applicable certification is preferred.
2. Requires at least ten years of experience in plant, civil or electrical engineering, facilities management, or construction management. At least three years of staff supervision experience is preferred.
3. Requires a valid Colorado driver's license; must attend safe driving education class within 90 days of employment.
4. At least two years of experience in a library or public service environment preferred.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to stand, sit, and use a computer or standard office equipment for extended periods. Position requires the ability to regularly lift up to 65 pounds. Position requires the ability to safely climb ladders and use required safety equipment.

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Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations. Position also requires exposure to potential hazards, including heights, electrical and chemical hazards. Requires working in all exterior weather conditions.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

Conditions of Employment:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
 - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
 - may be uniformly tested for job-related skills and required physical abilities.
 - may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
 - must understand and comply with PPLD's drug-free workplace policy.
 - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice In accordance with Colorado law.
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