



FACILITIES SPECIALIST – SPECIAL PROJECTS TEMPORARY POSITION Library 21c

40 hours per week, non-exempt | Position # 181849601

Open to all qualified current staff and external applicants.

Date Posted: July 30, 2024

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

Starting Wage: \$19.57 per hour - \$25.43 per hour

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

Monday - Friday: 8 a.m. - 5 p.m.

****This position is a temporary replacement for a current, permanent staff member and expected to terminate no later than 01/31/2025. If this position should become vacant, then the temporary staff member would need to re-apply for the permanent position. This temporary position is not eligible for any benefits with the exception of HFWA mandated sick leave.**

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. 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.

FACILITIES SPECIALIST – SPECIAL PROJECTS (contd.)

Position Summary

The Pikes Peak Library District seeks the abilities of a well-organized problem solver with experience in construction and facilities maintenance to help fulfill the Library's mission by providing technical and functional support for the Facilities Project Manager.

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.

- Responsible for the oversight and completion of a wide range of assigned facilities and maintenance projects including space modifications, painting, tiling, millwork, HVAC, remodeling, and reorganization.
- Maintains strong communication with and provides assistance to the Chief Facilities Maintenance Officer (CFMO) and district Facilities Project Manager.
- Provides world class customer service for all patrons, staff, vendors, and contractors.
- Represents the Facilities department in meetings, discussions and project site visits when assigned.
- Able to read and understand blue-prints, site plans, and architectural reports.
- Evaluates with high accuracy, maintains related tasks and reports to the CFMO as needed.
- May be temporarily assigned, courier and shipping/receiving duties; receives, unpacks, counts and examines arriving shipments. Verifies completeness against shipping documents, checks for damaged goods, and maintains related paperwork.
- Works independently or with other facilities personnel in essential duties, including grounds, vehicle & preventative maintenance; facilities up-keep; furniture, library and facilities equipment assembly and repair; special events set-up and take-down.
- Assists the Facilities Project Manager with initiation and planning stages of future projects.
- Works closely with contractors on projects and assists Facilities Project Manager and/or contractors to ensure scope of work and safety protocols are followed and completed as contracted.
- Perform basic maintenance repairs requested through the electronic Facilities Work Order system.
- Participates in emergency/on-call schedule.
- Assist and participate in training, scheduling, and providing direction to other facilities personnel as needed.
- Collaborate with library managers, and facilities staff to schedule inspections, maintenance tasks and quotes.
- Drives library vehicles to perform Facilities and project tasks at all locations.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- May represent the Chief Facilities Officer or Facilities Project Manager at meetings in their absence, as assigned.

FACILITIES SPECIALIST – SPECIAL PROJECTS (contd.)

- Participates in special projects as assigned.
- May participate on Library District teams.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- 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.
- Working knowledge of necessary industry-related tools (hand and power tools) and their safe use.
- Demonstrates excellent verbal and written communication.
- Maintains effective relationships with contractors, vendors, and staff at all levels.
- Demonstrates ability to use applications software, including Microsoft Word, Excel, Access, Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member as well as independently, organize daily work and meet deadlines in a fast-paced environment.
- Must be detail-oriented and highly organized.
- 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 high school diploma or G.E.D.
2. Requires a minimum of 3-5 years of experience in construction field or in a facilities management environment.
3. Familiarity with facilities or construction terminology a must
4. Requires passing of a Post Offer Pre-employment Physical test.
5. Bilingual ability is a plus in serving a diverse community.
6. Must have a current driver's license and clean driving record.

Physical and Environmental Conditions:

Work is conducted in a variety of settings, including a typical office that provides comfortable lighting, temperature and air conditions. Position regularly requires working in construction or repair areas that may include noise, cleaning chemicals, or other hazards. Position requires the ability to stand for extended periods of time. Position requires the ability to reach, bend, climb, twist and squat. Position requires the ability to lift up to 65 pounds.

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. Position requires working in all exterior weather conditions.

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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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