

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Facilities Maintenance Supervisor**

Dept: **Facilities Management Services**

Job Code Number: **10638**

Reports to: **Director of FMS**

Grade Number: **18, Non-represented**

Effective Date: **January 2011**

FLSA Status: **Exempt**

General Position Summary:

Manages the Buildings and Grounds work group to assure that all facilities are esthetically appealing, structurally sound, safe, free from health hazards and in compliance with public laws and administrative rules.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Supervises maintenance workers including their selection, training and development, performance assessment, work priorities and other human resource issues. Coordinates work assignments and workflow within the department.
2. Reviews work orders and establishes priorities, develops cost estimates, establishes work schedules and individual work assignments. Prepares annual budget to enable the completion of the work. Coordinates the work orders with other facility projects.
3. Establishes schedules for routine maintenance of all facilities. Works with major vendors to complete the preventive maintenance.
4. Conduct periodic inspections of each facility to determine overall condition and needed repairs. Provides onsite supervision for special projects.
5. Prepares maintenance records and prepares reports as necessary or as directed.
6. Responds to questions and concerns from other staff members regarding maintenance issues. Prepares periodic reports about the work quality and quantity in the work group.
7. Responds to emergency maintenance/security requests as needed. Manages the overtime and on-call responses for the maintenance workers.
8. Solicits bids from vendors and contractors to carry out the work of the division. Understands and adheres to the public works policy for the library district.
9. Provides oversight and coordination to maintain the library district's fleet of vehicles, including shipping department trucks.
10. Reads and interprets construction plans and specifications in order to troubleshoot maintenance problems or to assist in design work with consultants. Provides shop drawings or sketches for details and descriptions.

Secondary Duties:

1. Prepares monthly status reports for maintenance projects and preventive maintenance.
2. Supervises the time reporting for payroll. Oversees the maintenance of staff records such as reporting accurately and timely absences. Analyzes workload and make adjustments; anticipates the premium pay for special duties.
3. Provides management views for the collective bargaining negotiations and for contract administration.
4. Performs other related duties as required or as assigned.

Communication:

The position incumbent has frequent contacts with staff, suppliers and outside contractors and vendors. Contacts occasionally contain confidential or sensitive information. Contacts range from obtaining or exchanging information to influencing others whose objectives may differ from those of KCLS.

Initiative:

The position operates with general supervision and broadly understood position expectations. The position is responsible for problem solving with others within the department. The position is responsible for designing and developing new programs, services or concepts that improve the efficiency of the operations, reduce costs, or enhance safety. The position involves a high degree of complexity. The position is responsible for decision making within area of professional expertise following specific KCLS policy, constraints and guidelines. The incumbent is required to prepare an annual budget request for maintenance and repairs.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position formulates plans associated with areas of assigned responsibility anticipating future needs and how they are to be satisfied. The position actively participates in developing departmental plans and in establishing short and long-range goals. Decisions made have an impact across several departments and/or facilities. Accountability for projects and dollar amounts influenced by decisions are significant. An error in management could result in safety and health hazards and injuries to the public and staff. Consequences of success or failure of job responsibilities is important to library operations. Moderate but distinct dollar amounts are influenced.

Leadership:

The position is responsible for serving as a mentor to maintenance workers and to act as assistant facilities manager. The position has a strong leadership role and must clearly demonstrate and act in accordance with library values and serve as a model for others.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- Bachelor's degree from an accredited college or university in a work related field with coursework in facilities maintenance, construction management, engineering, architecture or related courses.
- Four to six years of facilities maintenance experience, including at least 2 years of supervisory experience. Additional directly related work experience may be substituted for equivalent higher education.
- Or any equivalent combination of education and experience that provides the necessary qualifications to successfully perform the duties of the position.

### Knowledge Skills and Ability:

- Considerable knowledge of building trades or a specialty area within the trades.
- Considerable knowledge of construction techniques and materials.
- Considerable knowledge of building construction.
- Considerable knowledge of building systems (mechanical, electrical, plumbing, HVAC).
- Considerable knowledge of project management.
- Considerable knowledge of English and math.
- Considerable knowledge of principles of supervision including human resources policies and procedures.
- Working knowledge of landscaping techniques.
- Working knowledge of safety procedures and safety laws.
- Working knowledge of contract administration.

### Ability to:

- Effectively supervise employees to maximize their productivity and potential.
- Manage several projects at once and adapt to changing needs.
- Use diplomacy and tact to establish and maintain relationships with peers, subordinates and vendors.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Determine the most cost effective method of repair.
- Manage time to maximize productivity.
- Communicate problems/symptoms and solutions to supervisor, internal customers, subordinates and vendors.
- Persuade others whose objectives may differ from those of KCLS.
- Evaluate problems and find cost effective solutions.
- Estimate cost of repairs.
- Develop and administer budgets for the department and/or for contracted services.
- Develop and maintain positive relationships with customers and vendors.
- Anticipate future needs/problems and plan for their correction.

Skill in:

- Diagnosing and solving problems with facilities and related systems.
- The use of computer software and hardware.
- Listening to, understanding and interpreting described symptoms and needs of patrons, staff and customers.
- Negotiating and administering vendor contracts.
- Providing positive leadership to the workforce.
- Developing and training assigned staff members.

SPECIAL REQUIREMENTS

The job incumbent must have a valid Washington State driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment, with some fieldwork required. Work involves considerable use of a personal computer. The job incumbent maintains an on-call status and responds to maintenance emergencies.

Advancement Possibilities:

Depending on education and experience  
Director of FMS

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

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR

Final: 7/31/01  
Revised: 12/27/01  
Revised: 7/16/10