

## Facilities Coordinator

JOB TITLE: Facilities Coordinator

FLSA STATUS: Non-exempt

GRADE: 36

DEPARTMENT: Facilities

APPROVED DATE: 02/2019

REVISED DATE: 02/2022

### Job Summary

Under the direction of the Facilities Manager, support the administration and recordkeeping of all facilities and fleet operations. This position will be the initial customer contact for internal and external customers and contractors in the general support and communication of information from the Facilities Department.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Assist the Facilities Manager in all aspects of facilities services and project implementation.
2. Support the Facilities team with external contacts, scheduling, and communications as needed.

3. Manage the security and access-control databases in conjunction with their assigned contractors.
4. Coordinate Facilities work requests to Facilities staff or contractors on a daily basis.
5. Coordinate Facilities related administrative tasks, activities, purchasing, and support systems.
6. Maintain and update facilities administrative policies and processes as directed.
7. Manage, process and track invoices, contracts, inventory, reports, contact information and all other work procedures.
8. Draft, edit, modify, and maintain all Facilities bid documents and other bid information or contract documents.
9. Maintain EPA Energy Star database and utility bill usage, and other KPI reporting requirements monthly.
10. Manage off site inventory, related churn, and small FFE replacement programs, repairs, and warranty.
11. Maintain GPS fleet tracking system, print reports, and update backup files for DDC systems.
12. Act as the primary ITASC system coordinator for the Facilities team; receive and assigning all work requests, create purchase orders, enter additional details as needed, provide overall system support.

### **Additional Duties and Responsibilities**

1. Train new staff and contractors on the essential use of systems and processes as needed.
2. Attends meetings, training, and workshops as assigned when needed.
3. Assists with small or special projects or roles within project teams as required.
4. Work at regional libraries or off site location for daily assignments and inspections if necessary.
5. Perform other duties as assigned.

### **Supervision**

This position reports to the Facilities Manager. Supervision is not a regular part of this position.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of most business practices, financial terms, processes, and principles.
2. Fundamental knowledge and experience with working in a facilities services environment.

3. Strong working knowledge of Microsoft Office programs; Excel, Word, Visio, PowerPoint and Outlook.
4. Basic understanding of skilled labor trades, terms, power tools, building systems, and vocabulary.
5. Strong oral and written communication skills; as well as strong organizational and analytical skills.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Ability to communicate effectively with diverse audiences.
8. Ability to perform simple business math calculations; analyze data, create reports and charts.
9. Ability to understand and carry out general instructions in facilities and business situations.
10. Ability to solve problems and respond in a calm reasonable rational manner in all situations.
11. Ability to comprehend and interpret instructions, correspondence, and memos; ask clarifying questions to ensure understanding and minimize misunderstandings.
12. Ability to write and create routine reports, correspondence, and formal letters.
13. Ability to respond to common inquiries or complaints from customers, co-workers, and Supervisor.
14. Ability to effectively present information to an internal department or group of employees.
15. Ability to multitask effectively, reprioritize tasks constantly based on the ever changing facilities needs and daily situational awareness of necessary tasks and human factors such as safety and health.
16. Ability to work under stress with distractions to meet deadlines and needs with minimal supervision.
17. Ability to learn facilities and construction related terms, trades, activities, requirements, and systems.
18. Ability to respond to situations and issues outside of normal working hours if needed during a work place crisis depending on the requirements for specific information and tasks relative to this job.
19. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. High School diploma or G.E.D. required, plus one of the following is preferred:
2. A combination of training and on the job experience including some college level education of at least two years; an Associate's Degree in Business, Accounting, Construction, or a Facilities related field is preferred.
3. A combination of facilities related experience in office administration, accounts payable, or an equivalent combination of technical training of at least three years; experience in the public sector is preferred.
4. Certification in Facilities Management from the International Facilities Management Association (IFMA), or the Building Owners and Managers Association (BOMA), or certification in Project Management from the Project Management Institute (PMI).

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally move objects or materials weighing up to 50 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

An incumbent is expected to travel to the various community libraries and communities in the Library District. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel.