

Facilities Specialist

JOB TITLE: Facilities Specialist

FLSA STATUS: Exempt

GRADE: 38

DEPARTMENT: Facilities

APPROVED DATE: 01/2016

REVISED DATE: 12/2019, 02/2022

Job Summary

Under the direction of the Facilities Manager, support all activities related to the administration, implementation, coordination, recordkeeping, and management of contracted building and facilities maintenance services, processes, and projects. The Specialist will focus on contractor and vendor performance and compliance to ensure all contractual terms are fulfilled and met with a focus on quality services, best practices, and value.

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 functions, operations, services, and projects.

2. Support the Facilities team with external contracts, contacts, scheduling, and communications.
3. Manage the baseline services contracts in conjunction with their assigned contractors and vendors.
4. Coordinate responsibilities of all Facilities related projects; quality, costs, schedule, and value.
5. Maintain Visio space plans; update, edit, modify CAD plans as directed or requested by project.
6. Assist facilities team in locating services, materials, resources, and fulfilling requirements as needed.
7. Prepare, edit, modify, and maintain bid documents and other bid information or contract documents.
8. Assists with identifying and budgeting expense and capital projects based on building requirements.
9. Primary contact for ensuring all equipment inventory databases are complete and accurate.
10. Manage and implement FFE standards, make adjustments as needed in support and facilitation of the library systems goals and requirements while demonstrating best value and stewardship of resources.
11. Manage and develop conservation and sustainability programs; create communications and reports.
12. Draft, edit, modify, and maintain all Facilities bid documents and other bid information or contract documents.
13. Enter, receive and assign all work requests, create purchase orders, enter additional details as needed, and provide overall system support.
14. As assigned, act as the primary ITASC system coordinator for the Facilities team.
15. As assigned, lead operational and/or capital projects from design conception to project completion.

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. Manage projects or processes; assist with major repairs and installations as required.
4. Respond on-call 24/7 to emergencies or urgent requests for services immediately upon notification.

5. Work at regional libraries or off site locations; conduct required contractual inspections monthly.
6. Performs other duties as required.

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 business practices, project terms, financial terms, processes, and principles.
2. Fundamental knowledge and experience with working in a facilities and construction environment.
3. Basic understanding of skilled labor trades, terms, power tools, building systems, and vocabulary.
4. Strong working knowledge of Microsoft Office programs; Excel, Word, Visio, PowerPoint and Outlook.
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 perform simple business math calculations; analyze data, create reports and charts.
8. Ability to understand and carry out general instructions in facilities and business situations.
9. Ability to solve problems and respond in a calm reasonable rational manner in all situations.
10. Ability to comprehend and interpret instructions, correspondence, and memos; ask clarifying questions to ensure understanding and minimize misunderstandings.
11. Ability to communicate effectively with diverse audiences.
12. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
13. Ability to write and create routine reports, correspondence, and formal letters.
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 as needed during a workplace 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:

Two of the following:

1. High School diploma or G.E.D. and Associate's Degree or technical degree, with a minimum of three years of experience in facilities management or a related field.
2. Bachelor's Degree in facilities management, construction management, architecture, business, engineering, finance, environmental, science, interior, or technical design; or a related field, and one year of experience in facilities management or a related field.
3. A two-year technical college degree in a related field and three years of experience in facilities management or a related field.
4. Three years or more of facilities, construction management, project management, or related services experience required or an equivalent combination of technical training and related experience, preferably in a public works, local or state government, or education institution position.
5. Certification and credential in Facilities Management (CFM, FMP, SFP) from the International Facilities Management Association (IFMA), an FMA certification and credential from the Building Owners and Managers Association (BOMA), or certification in Project Management (CAPM, PMP) by 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.

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 25 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.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.