

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

Title: **Facilities Specialist**

Dept: **Facilities Management Services**

Job Code Number: **10648**

Reports to: **Facilities Manager**

Grade Number: **15, Non-represented**

Effective Date: **November 2002**

FLSA Status: **Non-exempt**

General Position Summary:

Assure that all facilities are operationally sound, safe, free from health hazards, comfortable and operating at peak efficiency by managing various maintenance contracts, trouble shooting issues, procuring equipment and materials necessary for maintenance and by providing overall support to the Facilities Manager and supervising maintenance staff, as assigned.

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. Manage assigned maintenance contracts including:
  - ✓ the development of maintenance specifications,
  - ✓ preparing requests for quote,
  - ✓ selecting contractors and negotiating agreements,
  - ✓ monitoring the performance of contractors,
  - ✓ providing overall direction to contractors,
2. Manage assigned maintenance activities through supervision of staff including hiring, training, scheduling and supervising the work of assigned maintenance staff, as well as conducting performance evaluations, clarifying performance expectations, and initiating appropriate corrective action when necessary.
3. Develop methods of reducing costs without sacrificing program and/or maintenance objectives.
4. Prepare and monitor budget associated with assigned maintenance contracts.
5. Determine maintenance equipment, supplies and construction materials needed in the delivery of maintenance services.
6. Purchase and order supplies and materials as necessary and identify sources of supply when appropriate.
7. Serve as the liaison between building staff and contractors/maintenance staff to correct problems and/or to handle maintenance issues.
8. Respond to questions and concerns from other staff members regarding maintenance issues.

9. Respond to and assist the maintenance staff with questions and concerns. May provide technical or maintenance specific training.
10. Provide technical assistance to coordinators for both new building and remodeling (retrofit or upgrade) projects, within scope of position/knowledge base.

Secondary Functions:

1. Fill in for other staff, as needed (e.g. Facilities Manager or other Facilities Specialists).
2. Perform other related duties as required or as assigned.

Communication:

The position incumbent has frequent contacts with employees, suppliers and outside contractors and vendors. Contacts seldom 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 from established procedures. When managing highly technical nature or complex maintenance contracts the incumbent may be responsible for establishing written procedures governing how the work is to be performed. The position is typically involved with solving problems directly related to the area of responsibility of work flow or work process. 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 moderate to high degree of complexity and generally operates independently. The position encounters recurring work situations with occasional variations from the norm. The position is responsible for some decision making across the organization, within area of professional expertise following KCLS policy, constraints and guidelines.

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. Position must adhere to KCLS purchasing policies and public works guidelines. Responsible for record keeping (e.g. budgets) for areas assigned, and file maintenance. Decisions made have impact across several departments and/or facilities and involve expensive organizational assets. Work is only occasionally checked by the supervisor.

Leadership:

The position is responsible for serving as a mentor or lead or supervisor for others in the department, as assigned. The position is responsible for role modeling and promoting KCLS values within the work unit or department.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- The position requires some higher education or vocational training specializing in facilities maintenance, HVAC, engineering, construction or related courses. Bachelor's degree preferred.
- The position requires 4-6 years of hands on facilities maintenance experience. Additional experience may be substituted for education.

### Knowledge Skills and Ability:

- Extensive knowledge of building systems operations with specialty knowledge in one or more technical areas (e.g. mechanical, electrical, plumbing, HVAC, and security/fire).
- Considerable knowledge of building materials and trades or a specialty area within the trades.
- Knowledge of construction techniques and materials.
- Working knowledge of landscaping techniques.
- Knowledge of building construction.
- Working knowledge of safety procedures and safety laws.
- Considerable knowledge of English and math.
- Working knowledge of office software and hardware.

### Ability to:

- Manage several projects at once and adapt to changing needs.
- Use diplomacy and tact to establish and maintain relationships with internal customers 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, peers and other members of the department.
- Persuade others whose objectives may differ from those of KCLS.
- Evaluate problems and find cost effective solutions.
- Estimate costs of repairs.
- Develop and administer budgets for contracted services.
- Develop and maintain positive relationships with customers and vendors.

### Skill in:

- Diagnosing and solving problems with facilities and related systems.
- The use of computer software and hardware.
- Listening to, understanding and interpreting the needs of "customers" or symptoms described by customers.

- Negotiating and administering vendor contracts.
- Computer office software and hardware.

### SPECIAL REQUIREMENTS

A valid Washington State driver's license.

### PHYSICAL DEMANDS

The position requires frequent talking, listening, keyboarding, sitting, and close visual attention.

### WORK ENVIRONMENT

Work is performed in a normal office environment. Work involves extensive use of a personal computer. The job incumbent maintains an on-call status and responds to emergencies maintenance facilities and their mechanical, electrical, plumbing and other systems.

#### Advancement Possibilities:

Facilities maintenance management

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: \_\_\_\_\_  
HR Manager

Adopted: July 2001  
Revised: November 2002