



# FACILITIES DIRECTOR

## Library 21c

40 hours per week, exempt

Open to all qualified current staff and external applicants.

**Date Posted:** November 19, 2024

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

**Starting Wage:** \$37.99 per hour - \$50.35 per hour+ full benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

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

Monday - Friday : 8 a.m. - 5 p.m. with some evenings and weekends.

*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](http://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. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
4. 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](mailto: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 DIRECTOR (contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission by overseeing the daily operations of Facilities at Pikes Peak Library District. Serves as the project manager for large facilities improvement and maintenance projects. Oversees the maintenance of PPLD's facilities, grounds, equipment, and assets.

### **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.*

- Oversees daily operations for the Facilities department through the Facilities supervisors. Oversees and directs the Facilities Specialist - Special Projects on facilities and maintenance projects for the Library District; trains Facilities personnel in these operations.
- Oversees all Library grounds, including lawn care/landscaping, snow removal, parking lots, and sidewalk maintenance.
- Manages the Library fleet, including licensing, repairs, maintenance, and replacement of vehicles.
- Oversees inspections of all PPLD facilities, machinery, and equipment to ensure all are in optimal working condition; oversees all repairs.
- Executes and revises the facilities master plan recommendations.
- Provides input for annual budget request; prepares payment documents.
- Evaluates need for contracted services, receives and reviews bids, recommends contractors, serves as a liaison to selected contractors, monitors expenditures and progress for each contract.
- Manages all activities to ensure facilities construction projects are accomplished on time, to contract specifications, and are within budgetary constraints. Oversees contractor/subcontractors during project execution. Ensures all project documentation is complete, including closeout.
- Assists the Chief Facilities & Security Officer in the planning of capital projects in coordination with PPLD staff and/or architects/consultants.
- Develops or assists in the development of project scope and budget estimates.
- Reviews architectural/consultant plans and specifications.
- Assists in the preparation of Requests for Proposals. Reviews bids for conformity to RFP requirements and provides recommendation for award.
- Develops and maintains contractor and consultant relationships.
- Participates in ongoing furnishing maintenance and standardization program process.
- In cooperation with IT, maintains and improves the internal communication workflow request system.
- Drives Library vehicles to perform project management related tasks at all locations.
- May serve as Chief Facilities & Security Officer in absence of the Chief Facilities & Security Officer.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Keeps informed about Library and department information.

## **FACILITIES DIRECTOR (contd.)**

- Prepares monthly and quarterly activity reports.
- Maintains inventory control records of all Library fixed assets.
- Manages storage control for the Library District.
- Participates in special projects as assigned.
- Represents the Library District to community agencies and local organizations; speaks to interested groups as requested.
- Manages professional development of department staff.
- Serves on local, state, and national committees; takes an active role in appropriate professional organizations.
- Availability to respond to critical or emergency situations outside of regular working hours, including evenings, weekends, and holidays, as needed.
- Communicates effectively with management, staff, contractors, and vendors.
- 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:*

- Have a proven and verifiable track record of success in managing construction project processes.
- Ability to work effectively as a people manager, team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Able to manage multiple projects, tasks, and issues by implementing effective time management skills.
- Be proactive in identifying and solving problems that arise during projects.
- Ability to exercise sound judgement.
- 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.
- Demonstrates ability to read and understand blueprints, construction/architectural drawings, and plans.
- Demonstrates ability to react professionally and calmly to project maintenance, construction problems, and crisis situations.
- Demonstrates excellent verbal and written communication skills.
- Maintains effective relationships with contractors, vendors, and staff at all levels.
- Demonstrates ability to effectively use applications software, including Microsoft 365, SharePoint, Excel, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- 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:**

## **FACILITIES DIRECTOR (contd.)**

1. Requires a Bachelor's degree in plant, civil or electrical engineering, facilities management or construction management, or the equivalent in a related field.
2. Four years of experience as a Construction Project Manager or Supervisor is preferred.
3. Project Management Professional Certification is required, or the ability to obtain one within one year.
4. Familiarity with Project Management software is preferred.
5. LEED Certification is preferred.
6. Requires valid Colorado driver's license, or the ability to obtain one within 30 days.

### **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 sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to reach, bend, climb, twist, squat and/or assume awkward positions. 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, grounds, roofs, or construction sites, e.g. use of safe work place practices 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.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

### **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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