



# FACILITIES SUPERVISOR

## Penrose Library

40 hours per week, exempt | Position # 221349201

Open to all qualified current staff and external applicants.

**Date Posted:** August 09, 2024

**Location:** 20 N Cascade Ave, Colorado Springs, CO 80903

**Starting Wage:** \$24.05 per hour - \$31.88 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.

*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. 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 SUPERVISOR (contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission by maintaining the facilities, grounds, and general appearance of PPLD assets. Performs skilled craft functions and assists the Chief Facilities Management Officer with the management and coordination of staff and department operations.

### **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.*

- Provides courteous and knowledgeable customer service to staff, external contacts, vendors and contractors.
- Oversees and directs Facilities personnel in the maintenance and repair of buildings, building systems and sites for Library District facilities; trains Facilities personnel in these operations.
- Performs installation, assembly, and repair of machinery and electrical equipment.
- Performs wood and metal fabrication, plumbing and electrical work, and other skilled labor as required.
- Performs repair and maintenance on library vehicles; maintains vehicle repair and maintenance records.
- Provides training, scheduling, and work direction for facilities personnel; conducts performance appraisals for assigned staff.
- Provides work direction to external work crews for outsourced library maintenance projects; directs contractors providing services to assigned Libraries.
- Assists with coordination for the Library District's building entry system, including recordkeeping and issuance of keys and key-pad codes.
- Ensures supplies are purchased to support the operations and maintenance of PPLD facilities; manages procurement and payment processing for maintenance supplies.
- Administers computerized maintenance management system.
- Inspects sites and systems to ensure safety, aesthetic and performance objectives are met.
- Researches, recommends, and implements approved processes and projects to improve maintenance and operations.
- Available to Facilities Staff 24/7 to assist with emergency situations as needed.
- Drives library vehicles to perform Facilities related tasks at all locations.

### **Additional Duties and Responsibilities**

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

- Participates in special projects as assigned, including renovations or large scale painting projects.
- May direct and/or perform site clean-up, conference room set-up, and snow removal as needed.
- Participates in special projects as assigned.
- May participate on Library District teams.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

## **FACILITIES SUPERVISOR (contd.)**

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

*The employee is expected to perform or possess the following:*

- 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 intermediate knowledge of electrical, commercial HVAC systems.
- Demonstrates basic knowledge of metal fabrication and carpentry.
- Demonstrates advanced knowledge of first level automotive repair.
- Demonstrates ability to read and understand blueprints, construction/architectural drawings and plans.
- Demonstrates ability to react professionally to maintenance and construction problems and to calmly react to 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 Word, Excel, Access, 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:**

1. Requires high school diploma or G.E.D.
2. Requires a minimum of five years of job-related experience in a facilities or construction environment.
3. Previous supervision/leadership preferred.
4. OSHA Bloodborne Pathogen training and certification will be required.
5. HVAC certification preferred.
6. Valid Colorado driver's license required.
7. Bilingual ability is a plus.
8. Drivers of the Bookmobile must also adhere to Department of Transportation requirements.

### **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 use of tools, electrical and motorized equipment on a frequent basis. 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.

## **FACILITIES SUPERVISOR (contd.)**

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, 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.

### **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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