

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

Title: **Facilities Maintenance Supervisor**  
Dept: **Facilities Management Services**  
Reports to: **Director of FMS**  
Effective Date: **Revised January 2019**

Job Code Number: **10638**  
Grade Number: **18, Non-represented**  
FLSA Status: **Exempt**

General Position Summary:

Manages the Buildings and Grounds work group to assure that all facilities are esthetically appealing, structurally sound, safe, free from health hazards and in compliance with public laws and administrative rules.

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. Supervises maintenance workers including their selection, training and development, performance assessment, work priorities and other human resource issues. Coordinates work assignments and workflow within the department.
2. Reviews work orders and establishes priorities, develops cost estimates, establishes work schedules and individual work assignments. Prepares annual budget to enable the completion of the work. Coordinates the work orders with other facility projects.
3. Establishes schedules for routine maintenance of all facilities. Works with major vendors to complete the preventive maintenance.
4. Conduct periodic inspections of each facility to determine overall condition and needed repairs. Provides onsite supervision for special projects.
5. Prepares maintenance records and prepares reports as necessary or as directed.
6. Responds to questions and concerns from other staff members regarding maintenance issues. Prepares periodic reports about the work quality and quantity in the work group.
7. Responds to emergency maintenance/security requests as needed. Manages the overtime and on-call responses for the maintenance workers.
8. Solicits bids from vendors and contractors to carry out the work of the division. Understands and adheres to the public works policy for the library district.
9. Provides oversight and coordination to maintain the library district's fleet of vehicles, including shipping department trucks.
10. Reads and interprets construction plans and specifications in order to troubleshoot maintenance problems or to assist in design work with consultants. Provides shop drawings or sketches for details and descriptions.

Secondary Duties:

1. Prepares monthly status reports for maintenance projects and preventive maintenance.
2. Supervises the time reporting for payroll. Oversees the maintenance of staff records such as reporting accurately and timely absences. Analyzes workload and make adjustments; anticipates the premium pay for special duties.
3. Provides management views for the collective bargaining negotiations and for contract administration.
4. Performs other related duties as required or as assigned.

Core Competencies:

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Coaching and Counseling**

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

**Managerial Courage**

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

### **Accountability**

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

### **Conflict Management**

Manages own reactions and resolves workplace conflicts in tandem with others effectively, works constructively; finds common ground and seeks appropriate solutions, can hammer out tough agreements and settle disputes inclusively and equitably.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- Bachelor's degree from an accredited college or university in a work related field with coursework in facilities maintenance, construction management, engineering, architecture or related courses.
- Four to six years' facilities maintenance experience, including at least 2 years of supervisory experience. Additional directly related work experience may be substituted for equivalent higher education.
- Or any equivalent combination of education and experience that provides the necessary qualifications to successfully perform the duties of the position.

## SPECIAL REQUIREMENTS

Valid Washington State driver's license.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

Work is performed in a normal office environment, with some fieldwork required. Work involves considerable use of a personal computer. The job incumbent maintains an on-call status and responds to maintenance emergencies.

Advancement Possibilities:

Depending on education and experience  
Director of FMS

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: \_\_\_\_\_  
Director of HR