

FORSYTH COUNTY PUBLIC LIBRARY NOTICE OF JOB OPENING

Facilities and Construction Supervisor

Based at FCPL's Administrative Offices

FCPL is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff. FCPL does not discriminate on the basis of race; color; religion; sex; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth or related medical conditions; or any other legally protected category.

JOB OVERVIEW:

This position is responsible for overseeing and carrying out the maintenance of Library facilities, equipment, grounds, and vehicles. It also oversees facilities construction projects, including new construction, renovations, moves, and maintenance. The position supervises assigned staff and performs facilities-related financial activities, including purchasing and budget responsibilities.

SALARY: \$50,710.40 annually

GREAT BENEFITS!

- Annual Leave (16 days), Sick Leave (13 Days), Holidays (11 days). Teacher's Retirement System of GA.
- Free: Life (2x pay), Short-term Disability, and Long-term Disability insurances.
- Optional benefits include: Health, Dental, Vision, additional Life, Critical Illness, Legal, Flex Spending Accts.

SCHEDULE: Full-time, exempt status. Work schedule primarily involves weekday, daytime hours, but expect the schedule to include some evening and weekend hours and facility emergencies.

JOB RESPONSIBILITIES:

Supervises and oversees the Facilities Department. Supervises assigned staff. Trains, assigns tasks, prioritizes work, provides coaching, and evaluates performance. Ensures that courier schedule and related tasks provide optimum service for public services staff. Ensures that library vehicles receive the appropriate preventive maintenance. Performs backup Courier duties as needed. Loads, unloads, sorts, and distributes materials at each destination. Maintains all associated records. Assist with the preparation of the financial budgets. Oversees help desk activities and resolves escalated issues. Ensures that all communications from the Facilities department are timely, professional, and user-friendly. Contacts requisite number of vendors for oral or written quotes or bids to obtain the necessary services. Prepares orders for specialized facilities purchases or services. Conducts Facilities-related training as needed. Maintains confidentiality of any sensitive information to which the incumbent has access.

Oversees facilities construction projects. Works in conjunction with other staff members on all stages of facility planning, including design, construction, remodeling, and completion. Conducts site visits, participates in project meetings, monitors work of contractors, and ensures that projects are performed in accordance with scope and schedule. Provides facility-planning services relating to new construction, renovation, moves, and maintenance. Reviews plans and specifications and makes recommendations as to maintenance and operation of new facilities prior to and during construction. Prepares, interprets, and/or analyzes technical data in facility layouts as part of capital improvement or renovation projects, with emphasis on mechanical and electrical systems. Inspects remodeling and repair work in progress for quality of workmanship and compliance with specifications. Coordinates moves within and between facilities as part of construction projects. Assist with preparation of building program documentation. Assembles required quotes or bids to accomplish renovation repairs or additions. Participates in pre-award contract briefings, pre-award analysis of contractors' bid proposals, and post-award contractor meetings.

Manages all facilities components throughout the library system. Supervises, coordinates, and performs inspection, maintenance, and repairs pertaining to library buildings and related equipment, ensuring that facilities are in good operational order, clean and safe for use by staff and patrons. Takes charge of facility emergencies and ensures responsible back-up is available in order to take corrective action as necessary. Has primary responsibility for monitoring calls to the Facilities Hotline phone. Maintains building security systems. Assigns keys and security codes as appropriate. Schedules and implements installation, maintenance, and repair activities; implements general procurement of necessary equipment and parts. Formulates and implements preventative maintenance programs. Maintains accurate records. Works with Finance Department on fixed asset and inventory recordkeeping. Oversees the activities of contractor's services to the facilities. Assists in the development of contract specifications. Works on special projects as requested by supervisor, the Deputy Director, or Director

REQUIREMENTS:

Minimum: HS diploma/GED. 2 years progressively responsible experience in facilities maintenance or other area directly relevant to the duties of this position. 1 year of supervisory experience. Experience in construction project management, vendor negotiations, reading construction drawings, and general facility planning. Computer skills, including e-mail, Internet, Word, Excel, and electronic work order system. Will consider other combinations of education and experience that provide the required knowledge and skills. Must have a valid Georgia driver's license, satisfactory driving record, and transportation. **Preferred:** Bachelor's degree in related field. Specialized training in facilities maintenance. Knowledge of LEED and other sustainable building practices.

TO APPLY: Submit **Cover Letter, Resume & FCPL Application** (available at www.forsythpl.jobs or library information desk) to: Human Resources—Posting #E-2021-04, Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040. **Deadline February 9, 2021.** Questions: FCPL-jobs@forsythpl.org or call 678-513-9372.

This position requires intermittent sitting, standing, walking, stooping, bending, kneeling, climbing and lifting. Daily tasks require some combination of lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (25-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds). Work requires incumbent to work at a computer, climb ladders, climb onto roofs of library buildings, and drive a vehicle. Work also requires incumbent to distinguish between colors, and to use tools and equipment requiring a high degree of dexterity. On a daily basis, the incumbent is exposed to outdoor weather conditions, traffic hazards, dust, dirt, grease, and pathogenic substances. During Library construction projects, incumbent will be exposed to construction site conditions.

All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.