

JOB DESCRIPTION

Position Title: LIBRARY FACILITIES LEAD
Dept/Branch: Finance
Reports to: Chief Financial Officer
Position Supervises: N/A

Position #: A203 - 23

I. Position Summary:

Under the direction of the Chief Financial Officer (CFO), the Library Facilities Lead is responsible for maintenance, repairs, and projects identified by the CFO for all Okanagan Regional Library (ORL) locations. As the Library Facilities Lead, you will be responsible for ensuring that our libraries are well-maintained, safe, and conducive to a positive user experience.

The incumbent requires a combination of project management, technical, and problem-solving skills and exercises independent judgment and develop and work within library policies, procedures, and practices.

II. Accountabilities:

1. Facility Maintenance:

- Conduct regular inspections of each library location to identify maintenance needs and prioritize repairs.
- Coordinate and perform basic routine maintenance tasks such as painting, plumbing repairs, electrical work, and carpentry.
- Oversee the scheduling and completion of preventive maintenance activities to minimize equipment downtime and maximize efficiency.
- Maintain accurate records of all maintenance and repair activities, including costs, materials used, and service providers.

2. Repairs and Troubleshooting:

- Respond promptly to maintenance requests and address issues in a timely manner.
- Diagnose and repair problems related to lighting systems, Heating, Ventilation and Air Conditioning (HVAC) systems, plumbing fixtures, electrical components, carpentry, and other facility equipment.
- Coordinate with external contractors for complex repairs and ensure their work meets quality standards.
- Perform minor repairs and adjustments to furniture, fixtures, and equipment as needed.

3. Safety and Compliance:

- Ensure compliance with all relevant safety and permitting regulations and library policies and procedures.
- Conduct regular safety inspections and address any identified hazards or risks.
- Maintain accurate documentation of safety inspections, incidents, and corrective actions taken.
- Coordinate with external vendors and the Occupational Health & Safety advisor for inspections and certifications related to fire safety, elevators, etc.
- Has knowledge of safe and appropriate use of various equipment and power tools.

4. Vendor Management:

- Identify and establish relationships with reliable and cost-effective vendors, contractors, and suppliers.
- Obtain competitive quotes for repair and maintenance projects and negotiate contracts as necessary.
- Monitor vendor performance and ensure that work is completed within agreed timelines and quality standards.
- Review and approve invoices from vendors and contractors, ensuring accuracy and adherence to budget.
- Oversees projects to ensure the job meets its deliverables on time and on budget.

5. Library Support

- Collaborate with library staff to understand their facility needs and provide assistance in setting up spaces for events, exhibitions, or programs.
- Assist with unpacking and assembly of furniture as needed.

6. Other duties as assigned

III. Working Conditions:

- Has contact with public and ORL employees.
- Required to lift and push heavy objects.
- Travel locally and regionally as required.

IV. Job Specification:

a. Education:

- Grade 12 or equivalent
- Building Operator Certificate or Foundations certificate in plumbing, electrical, carpentry or HVAC; or equivalent education and/or experience.

b. Related Experience:

- Three (3) years of experience as a Facilities Manager, Handyman, or in a similar role, preferably in a library or educational setting.
- One (1) year of Project Management Experience, including directing sub-trades and tracking budget requirements for smaller projects.

c. Other Requirements:

- Strong knowledge of building systems, including lighting, HVAC, plumbing, electrical, and general carpentry.
- Proficient in using tools and equipment common to maintenance and repair work.
- Excellent problem-solving skills with the ability to prioritize tasks effectively.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.
- Familiarity with safety regulations and best practices, particularly in a library environment.
- Basic computer skills for record keeping and report generation.

- Valid BC driver's license and proof of a clear driving record.
- Bondable
- Demonstrated knowledge of local, provincial, and federal traffic regulations.
- Demonstrated ability to efficiently operate the assigned vehicle in safety and in conformity with legal requirements under all weather conditions.
- Thorough knowledge of safe lifting techniques.
- Physical ability to lift and push heavy items including, materials and equipment.

Drafted by:

Leslie Brecht, Director of Human Resources

Date:

Approved by:

Danielle Hubbard, Chief Executive Officer

Date:
