



JOB POSTING

The Whatcom County Library System values diversity and inclusion and we are interested in hiring candidates who are representative of the communities and patrons we serve.

POSITION: Facilities Services Manager

DEPARTMENT: Facilities

POSTING DATES: Friday, 3/10/2023 through Friday, 3/31/2023

COMPENSATION: This position is compensated at Pay Level 25 on WCLS Salary Structure. Starting range in Pay Level 25 is \$46.5972-\$49.3930 per hour (\$96,922.17-\$102,737.44 annually) depending on experience. Min wage in Pay level 25 is \$46.5972 per hour- Max wage in Pay Level 25 is \$65.2431 per hour.

SCHEDULE: FLSA-exempt position with 40 regular scheduled weekly hours; some evening and weekend hours may be necessary on an occasional basis. *Successful candidates may be required to adapt to future schedule changes depending on library needs.*

BENEFITS: Excellent benefits including Social Security, pension retirement options, long-term disability insurance, and medical, dental, and optical insurance available for employees and their families; All full-time employees shall accrue time off with pay in accordance with the accrual schedule, starting with 8 hours of vacation time per month and 8 hours of sick time per month, and 12 paid holidays per year (pro-rated in proportion to actual hours worked when less than 40 hours per week). All employees are eligible to utilize company provided Employee Assistance Program (EAP). WCLS offers voluntary optional benefits to all employees, such as deferred compensation program (DCP), and supplemental benefits through Colonial Life.

LOCATION: Primary work location at WCLS Administrative Service Center, 5205 Northwest Drive, Bellingham, WA 98226. Perennially recognized by the national media as one of the best places to live in the United States, Whatcom County is a place that truly has something for everyone. With magnificent natural scenery, skiing and snowboarding at Mt. Baker, hiking, arts and theatre, and charming communities, Whatcom County is a unique area of Washington State. Located 90 minutes from Seattle and within an hour of Vancouver, British Columbia, the County is the perfect mix of friendly rural communities with the amenities and attractions of large cities nearby.

LIBRARY SYSTEM: WCLS has been sharing stories in Whatcom County since 1944, currently through ten branches, a bookmobile and outreach services. With a reputation for exceptional customer service, innovation, and fiscal accountability, WCLS holds a collection of more than 560,000 items and has implemented services such as downloadable eBooks, eMagazines, eMusic and eAudiobooks, music streaming, chat reference service, text messaging, and a mobile app. WCLS strives to provide top-notch library services in an energetic and inclusive environment that fosters professional growth, creative problem solving, collaboration, and an appreciation for humor.

RESPONSIBILITIES: Oversees, plans, and coordinates the operations and activities of WCLS Facilities Department. This includes managing capital facilities projects such as renovation or construction of library facilities; ensuring proper maintenance of WCLS-owned facilities; and ensuring up-to-date, welcoming, energy-efficient, and sustainable community libraries. Provides strategic leadership in developing and executing the library system's Capital plan. Oversees maintenance of the WCLS fleet of vehicles, including delivery trucks, passenger vehicles, and a Bookmobile. Supervises Facilities Department staff; serves as a member of the WCLS management team; develops and implements facilities policies and procedures; coordinates departmental purchasing; performs other duties as assigned.

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.

JOB POSTING

The Facilities Services Manager is responsible for:

Project Management: Plans, develops, and manages new construction or renovation projects, including minor and major facilities modification projects; works with staff, architects, contractors, and building owners to ensure that projects meet the local community and library needs. Coordinates renovation and improvement projects in community libraries such as carpeting, interior space design, painting, or other similar projects. Selects and oversees outside vendors and contractors for maintenance and renovation projects, including contract development; monitors vendor/contractor performance to established standards, and takes corrective action as needed. Coordinates planning with other departments to ensure appropriate communication, preparation, and results of projects.

Facilities Oversight: Plans and develops system-wide building maintenance standards and guidelines with a goal of uniform quality of maintenance in all facilities, regardless of ownership. Receives, evaluates, and assigns Facilities Department work requests; determines feasibility, approach, budget, and timeline as needed. Works with Facilities Department staff, branch managers, and building owners to meet maintenance standards; coordinates with branch managers regarding maintenance needs, and maintains updated safety checklists. Develops effective relationships to enhance the partnerships between WCLS libraries and their building owners. Maintains thorough knowledge of current WCLS projects, policies, procedures and practices via appropriate channels including e-mail and intranet.

Fleet Management: Manages WCLS vehicle fleet, including coordinating vehicle maintenance and replacement

Personnel Management: Supervises Facilities Department staff; hires, oversees training, arranges schedules, monitors workflow, conducts performance evaluations, models expected behaviors

Budget: Develops and maintains budgets for interior space and furnishing needs for all branches. Maintains thorough knowledge of Washington State procurement, bidding, contracting, and public works guidelines. Leads the development and implementation of system-wide Capital plan.

QUALIFICATIONS:

1. Bachelor's degree; Construction Management, Architecture, Interior Design or other related field preferred; and
2. Three to five years relevant professional experience, including 2 years of supervisory experience; or
3. Equivalent combination of knowledge, skills, technical training, education and/or experience.

Work requires considerable physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time, ability to obtain a valid Washington Driver's License, and ability to obtain required documentation for travel to and from Canada. New employees are subject to a CRC (criminal records check) per RCW 43.43.832. In the event that local, state or federal health mandates necessitate such measures, staff may be required to wear a mask, provide proof of vaccination or submit COVID test results, practice proper sanitation, and any other COVID mitigation practices deemed appropriate now or in the future.



JOB POSTING

APPLICATION: Submit a completed WCLS Application Packet* via email, mail, or hand delivery **by 5:00 pm on Friday, 3/31/2023** to:

Jackie Saul, Director of Finance and Administration
Whatcom County Library System
5205 Northwest Drive
Bellingham, WA 98226
Phone: (360) 305-3603
Email: facilitiesmanager@wcls.org

*** APPLICATION PACKETS MUST INCLUDE:**

- Completed WCLS [Employment Application](#) (available at the address above, any branch library, or online at <https://www.wcls.org/work-with-us/>.)
- Résumé and cover letter that illustrates your relevant experience in facilities project management, including construction, maintenance and/or design projects, and how it would help you meet the demands of this position.

JOB BEGINS: As soon after hiring as possible.

SELECTION: Selection criteria may include the contents of the application, an oral interview, and a skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled **ONLY** with best qualified applicants, based upon applications, resumes and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.