

# **ASSISTANT GENERAL SERVICES DIRECTOR**

## **(Range 134)**

### **DEFINITION**

Assists in the general management, coordination, and operation of the General Services Department. Performs professional administrative and supervisory work in the management, planning, coordination, and operation of the 1) Facilities Department to include: building and grounds maintenance and repair, vehicle maintenance and repair, parts inventories, and warehouse, and 2) Courier Department.

### **SUPERVISION RECEIVED AND EXERCISED**

This is a contract position that serves at the pleasure of the Executive Director.

Receives supervision and administrative direction from the General Services Director.

Exercises general supervision over assigned subordinate staff.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Assists in the general management, coordination and operation of the General Services Department.
2. Assists with the coordination and oversight of facility remodel and new construction projects.
3. Performs professional administrative and supervisory work in the management, planning, coordination, and operation of the Facilities Department.
4. Provides oversight of the Courier Department to include planning, development and implementation of department budget, goals, objectives, and operational strategies.
5. Ensures the efficient and effective operation of the Facilities and Courier departments.
6. Directs and supervises subordinate staff including scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
7. Resolves a wide range of routine and non-routine personnel issues and difficult situations.
8. Participates on interview panels and selects staff for Facilities and Courier departments.
9. Develops operational goals and objectives for the Facilities Department and monitors progress toward accomplishment of goals.
10. Develops and maintains an efficient and effective method for scheduling, assigning, and ensuring satisfactory completion of work orders for maintenance staff and outside vendors/contractors.

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11. Performs work order scheduling, assignment, cost tracking, and related functions using a computerized maintenance management system (CMMS).
12. Inspects maintenance, repair, and installation work to ensure conformance to established specifications and that work is completed in a satisfactory manner.
13. Conducts periodic condition and safety audits of Library District facilities and documents and maintains accurate records on findings.
14. Develops and maintains short and long-range plans for the routine, preventive, and major maintenance and repairs of buildings, grounds, equipment.
15. Develops and maintains a program to ensure the proper maintenance and repair of Library District vehicles.
16. Maintains accurate maintenance and repair records on all Library District facilities and vehicles.
17. Conducts feasibility studies of proposed modifications and improvements to existing facilities, and makes recommendations concerning such.
18. Meets regularly with Library District department and branch managers to review maintenance requirements and to discuss status of current maintenance requests for their respective facilities.
19. Develops specifications, and associated documents, for bid proposals and contracts for facility maintenance and repair, parts and supplies acquisitions, and contracted services.
20. Ensures that staff is receiving pertinent general and OSHA required safety training and maintains training records. Develops and teaches safety training programs as required.
21. Develops procedures for, and maintains parts and supply inventories.
22. Develops procedures for, and maintains records for the short and long-term storage of furniture, equipment, records, etc. in warehouse.
23. Develops procedures for and properly disposes of unused furniture, equipment, records, etc.
24. Prepares and submits requests for the Facilities and Courier department annual budgets and adheres to established Library District objectives in such.
25. Exercises decision making skills in budget allocations, policy and procedure implementation, staff development, project coordination, and work assignments.
26. Maintains required federal, state, and local compliance reports related to safety and environmental protection.
27. Prepares and submits memoranda and reports to the General Services Director regarding building maintenance and repair and courier activities.
28. Conducts research, procedural, and administrative studies and prepares reports,

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recommending solutions or courses of action.

29. Develops, interprets, and implements Library District, General Services, and Facilities and Courier Department policies and procedures.
30. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
31. Implements and utilizes automated support systems for administrative and building functions.
32. Interacts extensively in person, over the telephone, and via e-mail with Library District staff and management, outside agencies, vendors, contractors, and patrons.
33. Stays abreast of new trends and innovations in the field of facilities maintenance and repair and courier operations.
34. Responds to inquiries and complaints in a courteous and timely manner.
35. Utilizes personal computers, the Internet, and e-mail.
36. Attends or conducts staff and other miscellaneous meetings.
37. Operates office equipment including but not limited to: copy machine, telephone, and facsimile machine.
38. Maintains a safe environment for both patrons and staff.

**Marginal Functions:**

1. Attends and participates in professional group meetings and seminars.
2. Participates in committee work and chairs committees when needed.
3. Attends and participates in professional association meetings and seminars.
4. Serves as the chairperson of the Library District Safety Committee.
5. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. The maintenance, repair, and operational requirements of a wide variety of commercial building systems and components.
2. Landscape maintenance techniques and requirements.
3. Parts and supply inventory management.
4. Warehouse management methods and procedures.
5. Vehicle maintenance and repair requirements.

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6. Pertinent general and OSHA required staff safety training requirements.
7. Work order scheduling, assignment and cost tracking methods, and related functions including use of computerized maintenance management systems (CMMS).
8. Safe work practices, state and local building codes, OSHA standards, and industry accepted maintenance and construction practices and procedures.
9. Current trends and developments in the field of facilities management.
10. Proper methods and techniques used to conduct and document facility condition and safety audits.
11. Proper methods, techniques, tools, and materials used in the troubleshooting, maintenance and repair of commercial heating, ventilation, and air conditioning (HVAC) systems.
12. Proper methods, techniques, tools, and materials used in rough and finish carpentry, painting, electrical, plumbing, masonry, concrete, roofing, and general commercial building maintenance and repairs; and grounds maintenance and repair.
13. Proper inspection techniques for maintenance, repair and installation work to ensure conformance to established specifications and performance of quality work.
14. Pertinent Federal, State, Local laws, and OSHA regulations, ordinances, and standards.
15. Courier and mailroom operations.
16. Effective supervisory techniques and practices.
17. Complex project planning methods and techniques, and the sources and availability of current information.
18. Research techniques and the sources and availability of current information.
19. Library District, Branch, and Departmental policies and procedures.
20. Library District terminology and functions.
21. Principles of budget development, administration, and control.
22. Basic accounting principles and procedures.
23. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Exercise sound judgment and make independent decisions.
2. Maintain professional relationships with those contacted during the course of work.
3. Direct and evaluate complex projects in process for efficient results.

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4. Perform multiple tasks concurrently and work quickly and accurately.
5. Exercise initiative and discretion.
6. Supervise and direct the work of subordinate staff.
7. Accept and manage change and maintain flexibility.
8. Work under pressure and meet deadlines.
9. Interpret, explain, and apply Library District and Department policies and procedures.
10. Work both independently and as part of a team.
11. Understand and follow oral and written instructions.
12. Plan, organize, and conduct meetings.
13. Communicate clearly and concisely, both orally and in writing.
14. Effectively communicate with and elicit information from difficult, upset and irate individuals.
15. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
16. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
17. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.
18. Work on-call evenings, weekends, and holidays.

**Skilled in:**

1. Safe operation and maintenance of equipment and hand and power tools used in the building and mechanical trades.

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2. Use of personal computers and associated software and basic office equipment.

**QUALIFICATIONS**

**Training and Experience:**

Bachelor's degree in Civil, Mechanical or Electrical Engineering, or Business or Public Administration required; five (5) years of professional management level commercial building maintenance and repair experience, some of which must include experience in landscape maintenance, required; demonstrated ability to implement facilities maintenance and repair service objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, District-wide staff and management, vendors, contractors and others in the performance of duties required.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 lbs) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require color perception, sound perception, texture perception, visual perception, odor perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with frequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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| <b>FLSA:</b>      | <b>EXEMPT</b>                               |
| <b>CBA:</b>       | <b>NONE</b>                                 |
| <b>DEVELOPED:</b> | <b>AUGUST 1, 2006</b>                       |
| <b>REVISED:</b>   | <b>APRIL 24, 2008<br/>DECEMBER 16, 2017</b> |