Facilities Project Manager - Salt Lake Public Library

Type:

Full Time

Salary/Pay Rate:

$29.80

Posted Date:

04/19/2024 9:32 AM

Location

Salt Lake City

About the Library

The City Library builds foundations for equity, connection and limitless possibility. We are active in our community and collaborate to address needs and realize aspirations. We connect people to information, resources, experiences, and each other. Our work sustains a vibrant Salt Lake City. Guided by a deep understanding of the aspirations, needs, and motivations of our customers, The City Library takes a human-centered approach to designing and delivering meaningful services, collections, resources, spaces, programs and events to all members of the community.

Library staff are highly engaged, purpose-driven, people-centered, and express a high level of satisfaction with their work. The City Library is an Equal Opportunity Employer and is committed to a diverse workforce.

Click here to learn more about what makes The City Library a great place to work and why Salt Lake City is a great place to call home.

About the Position

Under the supervision and direction of the Facilities Manager, develops and manages facilities related projects, including the planning, organization, and coordination of repairs, construction, and other projects. Monitors project budgets to ensure expenditures remain within the scope of work. Provides technical support and assists in managing capital construction projects. Coordinates efforts of internal departments, external contractors, and other participants according to project needs. The Project Manager will act in the Manager’s absence.

Primary Responsibilities

Project Management: Coordinates and helps prepare project schedules, timelines, and estimates the work required and resources needed to meet project goals. Communicates project status to staff and other affected groups, keeping building occupants informed as to the progress of projects and of any developing problems. May problem solve and recommend alternative courses of action. Assists in specifying the needs of a project, assists in the acquisition of materials, tools, purchases, and advice as required for each project.

Project Budgeting: Prepares project budgets and assists with budget development, as requested. Monitors individual project budget summaries assuring expenditures are within approved budget. Makes recommendations to Library management on changes as necessary.

Project Reporting: Prepares regular reports on project status with supporting conclusions and recommendations. Presents updates to key stakeholders. Makes use of existing data, records, and project management systems to track the progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, and Federal requirements. Plans, conducts and presents at project related meetings.

Working relationships. Fosters good working relationships with diverse people including staff, patrons, volunteers and vendors. Accepts assignments from supervisor, manager or other Library staff in a professional and timely manner.

Leadership and supervision. Takes a leadership role in supporting and training staff and upholding library culture. Supervises staff, contractors and /or vendors at library locations. May perform timesheet and leave request approval. May be assigned as Acting Manager in manager’s absence.

Vendor management. Monitors contract performance. Works with vendors to resolve any issues. Maintains contract documents to ensure contractors and vendors meet and maintain recommended insurance requirements.

Ensure safe vehicle operation. Keeps the vehicle clean inside and out. Drives vehicle in a safe manner at all times, always wearing a seat belt, and obeying all traffic rules.

Other duties. Performs other duties as assigned or required.

Minimum Qualifications

Bachelor's Degree in Engineering, Architecture, Construction Management or related field, plus three (3) years of facilities project management; or an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

Ability to listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose, including preparing and making presentations in public meetings.

Planning, organizing, problem analysis and decision-making.

Knowledge of architectural and construction terms, meanings,and symbols.

Proficient in reading blueprints and construction documentation.

Superior time management skills, Demonstrable understanding of the techniques, timelines, and methods used in project management.

Experience in supervising employees, vendors and contractors.

Experience working with ethnically and economically diverse groups.

Understanding the principles of equity, diversity, inclusion, and belonging.

Required to maintain professional knowledge and skills through reading professional journals, viewing related webinars, attending training or professional conferences.

Intermediate knowledge of operating a computer and programs

Ability to work days, nights or weekends as scheduled.

Preferred Qualifications

Post-secondary education and/or training

Public library or government facilities project management experience preferred.

Preferred certifications: PMP, CCM, LEED

Working Environment

Work is performed in an Urban library environment.

Frequently operate a computer and read a computer screen or typewritten page

Correctable visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle

Must be able to move between work sites, including undeveloped land and project development sites

Subject to repetitive movement; standing, walking, bending, reaching and lifting of objects.

Must be able to lift/carry up to 50 lbs, climb ladders, stand/walk for extended periods, bend over, kneel, perform functions that may require being on the ground.

Must have good hand mobility and coordination.

Subject to intermittent periods of inclement weather when working on a job site

Schedule

Full-time, 40 hours per week. May be required to work mornings, and weekends. May require being on-call.

Other Information

Completion of criminal background check will be required if the candidate is over eighteen (18) years of age.

The City Library participates in the federal Employment Eligibility Verification Program (E-Verify). Employment is contingent upon confirmation of your employment eligibility through the E-verify system.

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Compensation

Starting Range Grade 20; Minimum $29.80/hour or $61,984.00/annually depending on qualifications and experience.

This is a full time position and includes excellent benefits such as paid vacation, health and life insurance, and Utah State retirement benefits.

How to Apply

Send an email with an attached résumé and cover letter (PDF or Word Document) indicating position title to the Human Resources Department at hrlib@slcpl.org.

Applications will be accepted through May 6, 2024, however, the position will be open until filled.