

Job Title:

Facilities Manager

Job Purpose:

Maintains the buildings and grounds of the library, directing staff and overseeing the upkeep of equipment and supplies. Ensures the buildings and grounds are maintained, which entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections.

Job Duties: (Percentages of work time are approximate)

Manages and promotes a physical environment that is comfortable for Library activities, staff and external customers. Develops timely initiatives that maintain the Library's physical plant in good working order that supports the Library's Strategic Plan. Proactively searches out equipment maintenance problems and develops plans for preventative maintenance. Performs basic maintenance and preventative maintenance tasks. Solicits bid proposals for modifications, renovations and new facilities/equipment and collaborates with the Library Director in preparing recommendations for board approval. (50% of work time)

Responsible for the general upkeep and maintenance of buildings to ensure that they meet health and safety standards, including the legal requirements. Manages the cleaning, waste disposal, security and grounds at the Library. Manages budget for the department and report any variances to the Library Director (35% of work time)

Directly supervises the activities of assigned staff. Assigns day-to-day work to employees and adjusts assignments as required. As needed, hires, trains, schedules and evaluates the staff. Understands and enforces the library policies and procedures while safeguarding confidential and restricted information. (15% of work time)

Duties may include some decision making in serving the public and staff. Employee is expected to use independent judgment and creativity in solving problems. Supervision of Custodians and Library Monitors. The employee must be physically fit and able to lift and carry equipment up to 50 pounds.

Required Knowledge, Skills, and Abilities:

Minimum of five to seven years of progressive experience and responsibility in a maintenance field, two of which were holding a supervisory position directing a multifunctional maintenance staff.

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Knowledge of building systems and equipment and ability to perform basic maintenance, repair and replacement as needed. Basic working knowledge of H.V.A.C., fire alarms, and other life safety systems, telephone, and security systems.

Demonstrated managerial experience and abilities, as well as knowledge of purchasing, supplies, grounds keeping, and equipment repair.

Physical ability to operate building systems and equipment, including computers; ability to type and accurately enter data into the computer; ability to read printed materials and computer screens. Ability to carry, climb, stoop, kneel, and crawl.

Ability to communicate effectively, both orally and in writing, with patrons, staff and outside organizations; the ability to work effectively and pleasantly with people of all ages; the ability to work well as part of a team.

Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner; the ability to think analytically; attention to detail and accuracy in work; resourcefulness and initiative; good judgment in making decisions; the ability to plan successfully and accomplish objectives.

The ability to deal with pressures of public service in a busy environment; the ability to work effectively with frequent interruptions.

Physical Requirements:

Activity	Frequent (More than 67%)	Moderate (Up to 67%)	Infrequent (Up to 33%)	Never (Seldom)
Standing	X			
Sitting			X	
Walking	X			
Bending		X		
Stooping		X		
Lifting		X		
Twisting		X		
Kneeling		X		
Climbing		X		
Carrying		X		
Visual Acuity	X			
Handling/Fingering	X			

Working Conditions:

Check Appropriate Box	
X	Works in an office environment

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X	Works in noisy environment
X	Exposed to machinery with moving parts.
X	Works outdoors.
X	Works in humid environment. (Summer)
X	Requires use of protective clothing and equipment. (Shoes)
	Travels at high speeds.
X	Works in high places.
X	Works in low temperatures.
X	Works in high temperatures. (Summer)
X	On Call 24 hours a day.
X	Works in dusty environment.
X	Works with toxic or flammable substances.
	Other: Please Specify:

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