

Job Description

February 2023

Facilities Manager

Supervised by: Library Director
Supervises: Community Service Workers
FLSA: Non-exempt
Hourly range : \$18.72 - \$22.00

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every team member enriches our overall strength by exposing us to a broad range of ways to understand and serve our community.

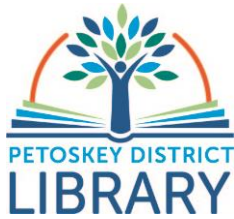
General Summary:

The Facilities Manager is expected to provide a safe environment for the public and staff in the Library and Carnegie Building and to coordinate and supervise maintenance contractors, and cleaning staff. This is a part-time position of 18-24 hours per week with a flexible schedule.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Schedule cleaning contractor and maintain communication
- Manage Community Service Workers list and utilize where appropriate.
- Routinely monitors all facility heating, cooling, fire suppression, and security systems of the facility. Maintains and/or oversees maintenance of them by contractual arrangements such that they are always in proper working condition.
- Maintains contractor files and building documentation
- Schedules all needed building and equipment inspections
- Performs minor and routine building, equipment, and furniture repairs for the purpose of maintaining the facility and maintenance equipment in safe condition
- Develops an annual maintenance, materials and supplies budget for the facility, including cleaning supplies and paper products
- Assist the director in project planning for the building and grounds by developing budgets, timelines and managing workers.
- Maintains the entrances to the Library Building and is responsible for snow removal around the property of the Library, keeping it in safe condition for visitors and staff
- Organizes and maintains a tool and supply inventory for the proper maintenance of the facility
- Monitors library and Friends of the Library meeting schedule and provides appropriate setup and clean up for library and community events when able.
- Assist staff and Friends of the Library in moving boxes and furniture.
- Occasionally take loads of materials to the DPW Transfer Station for recycling



- Maintain and implement the electronic key system.
- Continuing education related to diversity, equity, and inclusion
- Performs other similar and related duties as directed by the Director not requiring materially different qualifications from those described in this document.

Required Knowledge, Skills and Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent is required.
- Experience and/or training in maintenance and/or facilities management preferred
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and staff.
- Ability to work independently and with attention to detail.
- Ability to work a flexible schedule, including nights and weekends if needed.
- Ability to respond to building emergencies
- Knowledge of the practices that contribute to sound facilities and equipment maintenance
- Skills necessary to perform routine facilities and equipment maintenance
- Basic computer skills and knowledge of Microsoft Windows and software, including Word and Excel.
- Skills necessary to keep accurate records of supplies, equipment, service, and materials purchases and inventory

Conditions:

The Library will provide the Facilities Manager with appropriate office space and the equipment and tools necessary for the proper conduct of the responsibilities of the position. The Facilities Manager will generally work normal business hours, but because of the unique Library operations and the unique responsibilities of the Facilities Manager, this is not a position for which regular office hours can always be assigned.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, talk and hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must be able to stoop, bend, climb and reach, perform heavy manual tasks, frequently lift and/or move objects up to forty pounds without assistance. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually quiet to moderate.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.