

Position Description

TITLE: Facilities Manager

CLASSIFICATION: Facilities Manager

PRINCIPAL DUTIES:

This position is supervised and evaluated by the Director. This position works independently in harmony with the policies of the library to supervise or perform varied and responsible building maintenance and custodial work. This employee is responsible for supervising the janitorial and maintenance employees, ensuring the operations maintenance of the library owned facilities and equipment. This employee is also expected to be the lead employee for special projects related to upgrading or maintaining the library's facilities. This position serves as the primary backup for all Maintenance/Custodians and Custodians.

MINIMUM QUALIFICATIONS:

- Minimum high school diploma or G.E.D. Equivalent
- Any combination of training and experience which would provide the required knowledge and abilities

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Working knowledge of cleaning methods and use of cleaning supplies and equipment
- Working knowledge of building mechanical equipment operation and maintenance
- Working knowledge of general building maintenance including carpentry, simple plumbing, painting, and electrical work
- Ability to independently exercise judgment within established guidelines
- Ability to supervise and motivate staff
- Ability to set priorities to meet assignment deadlines and task schedules with a minimum of supervision
- Ability to read and understand information contained on Material Safety Data Sheets (MSDS) for cleaning products
- Ability to follow general safety provisions for completing assigned tasks
- Ability to follow simple oral and written instructions
- Ability to establish and maintain effective working relations with staff and the public
- Ability to make simple repairs to building and mechanical equipment
- Ability to lift up to 80 lbs. And carry such things as a vacuum cleaner
(position description 2018.05D)
- Ability to carry pails of water up and down stairs and stepladders
- Ability to lift, set up, and climb a 14 foot stepladder to change light bulbs and to clean windows
- Ability to lift, set up, and climb an extension ladder to mount various outdoor decorations/displays

TYPICAL DUTIES:

- Supervises, trains and evaluates maintenance and janitorial staff
- Vacuuming, cleaning, and sanitizing with or in the place of the Custodian or Maintenance/Custodian
- Monitoring of HVAC equipment with or in the place of the Maintenance/Custodian
- Oversees special facilities projects from inception to completion, from projects accomplished by library staff to projects that are put out to bid
- Oversees service agreements with HVAC, cleaning, elevator and other maintenance contractors
- Ensures required facilities certification paperwork is update including, but not limited to, boilers, elevators and fire extinguishers
- Troubleshoots, evaluates and makes recommendations of changes to maintenance operations to either improve the facilities or reduce ongoing costs
- Checks condition and accessibility of fire extinguishers, keeps all storage areas free of flammable materials
- Performs minor carpentry, painting, refinishing, plumbing, and electrical work, including minor repairs on building, equipment, and furnishings
- Assists with moving materials on shelves and readjusting shelves
- Moves equipment and furniture as needed
- Replaces lamps as required
- Orders and maintains stock of cleaning supplies and building materials
- Shovels snow, spreads sand or salt, sweeps sidewalks
- Picks up trash and debris within a 15 ft. perimeter of the library property
- Sets up and takes down chairs and/or tables for library business/programs
- Prepares trash for pickup
- May perform cleanup where exposure exists of blood-borne pathogens or hazardous materials
- Adheres to library policies and procedures
- Performs related work as required

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. Other duties may be assigned at the discretion of the Director or Assistant Director.

Adopted by the Director with the force of a guideline: November 10, 2020.