**Job Title: Facilities Manager**

**Department: Administration**

**Reports to: Assistant Library Director**

**FLSA Status: Non-Exempt**

**SUMMARY**

Oversee all aspects of maintenance and upkeep of library facilities.

**RESPONSIBILITIES AND DUTIES**

* **Facilities Maintenance**
  + Responsible for all maintenance and minor repairs of buildings and equipment.
  + Responsible for monitoring preventive maintenance programs on most equipment, including HVAC systems.
  + Ensure the daily cleanliness of the building.
  + Knowledge of cleaning products, specialized tools, and equipment.
  + Track and maintain adequate supply of consumables and cleaning supplies.
  + Schedule tile floor stripping and waxing as needed.
  + Assist library staff with furniture and maintenance needs and special projects.
  + Assist branch librarians with the maintenance and upkeep of the 7 branch libraries and the Bookmobile.
* **Supervision and Leadership**
* Coordinate and oversee all aspects of the departmental operations.
* Recommend and oversee all contract maintenance work done at the library.
* **Library Management Team**
* The Library Management Team has the responsibility of ensuring interdepartmental communication; assisting in the development, implementation, and evaluation of current practices; and making recommendations for short- and long-term planning.
* Attend weekly library department managers’ meetings.
* **Additional Duties**
* Responsible for regular maintenance of all library vehicles.
* Responsible for removal of recycled library materials.
* Additional duties will be assigned according to department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervise the cleaning service and any volunteers assigned to the department. Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities toward cleaning service staff may include training, planning, assigning, and directing work; appraising performance; addressing and resolving issues that arise.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or G.E.D. certificate; and three years of maintenance related experience and training; or equivalent combination of education and experience. Supervisory experience preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as chemical factsheets, operating manuals, safety procedures, and procedure guidelines. Ability to write routine reports, correspondence, and procedure/policy guidelines using Email, Microsoft Word, and Excel. Ability to communicate effectively to other library employees and volunteers; patrons; and outside vendors.

**MATHEMATICAL SKILLS**

Ability to understand and apply basic math principles as applicable to this position.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in various situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to talk, hear, stand, walk, stoop, crouch, reach with hands and/or arms, and use hands and fingers to handle items. The employee is occasionally required to sit, crawl, kneel, climb, and balance. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands of this position may require the employee to operate a vehicle. This demand requires the employee to have the ability to work in a constant state of alertness and in a safe manner. An employee under the influence constitutes a threat to health or safety. This position is considered a safety sensitive position for the purpose of the Medical Marijuana Law.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.