

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY MANAGEMENT JOB DESCRIPTION

POSITION: Facilities Manager

REPORTS TO: Director

POSITION SUMMARY: Responsible for the daily operation of the Facilities Department, including managing maintenance staff and internal delivery driver. Daily operation includes the upkeep and overall appearance of the five library facilities. This is an exempt position that requires evening and weekend emergency duties as needed.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Job Duties:

- Implements and maintain staff communication plan for maintenance work.
- Implements and maintains staff emergency training for equipment failures and fires.
- Maintains a grounds keeping program within and around library facilities which includes landscaping and snow removal.
- Responsible for the Facilities Department budget including annual budgeting, obtaining quotes, creating requisitions, and tracking budgets.
- Responsible for procuring and overseeing contracted cleaning services vendor for five library facilities.
- Follows library safety and emergency policies and procedures.
 - Oversees upkeep of electrical, heating, air-conditioning, plumbing, and mechanical maintenance for library buildings and associated physical equipment. Obtains pricing and schedules work with outside contractors.
 - Conducts routine inspection of all facilities. Is responsible for the Library's compliance with fire and safety codes and with scheduling required inspections.
 - Acts as Library Safety Officer and is responsible for compliance with OSHA/PERRP/BWC regulations. Alerts administration to possible safety hazards.
 - Ensures building compliance with ADA guidelines.
- Ensures that meeting rooms and public spaces are prepared for special events according to the Library's policies.
- Attends meetings appropriate to position, attends Board meetings as needed.
- Performs other duties as deemed appropriate or necessary by the Director

Management Responsibilities:

- Plans, directs, and implements activities and objectives of the Maintenance Department
- Supervises maintenance/delivery staff and writes annual evaluations.
- Prepares and manages the online schedules for maintenance staff. Arranges for maintenance staff to be available or on call for emergencies at all times.
- Verifies and approves time off requests and timesheets for maintenance staff.
- Monitors and evaluates the effectiveness, efficiency and quality of the department services.
- Manages maintenance schedule for facilities vehicles.
- Assists with the hiring process for openings in the maintenance/delivery staff.

QUALIFICATIONS:

- High School diploma or equivalent required. Associates degree or completion of a technical specialty program preferred.
- 3-5 years of experience in working in building maintenance required.
- 1-2 years of supervisory experience required; supervising maintenance staff preferred.
- Word processing and database program skills required.
- Driver's license with a good driving record is needed to operate library vehicles.

KNOWLEDGE AND ABILITIES:

- Extensive knowledge of building maintenance, including mechanical, electrical, plumbing and other systems.
- Excellent organization and time management skills; accuracy and attention to detail is essential.
- Excellent communication skills, both oral and written.
- Ability to interact with building management and staff in a helpful and respectful manner.
- Ability to exercise good judgment in determination of need for repairs and improvements, to observe cost conscientiousness and to evaluate the quality of work performed by library maintenance staff or contractors.

EQUIPMENT AND EFFORT REQUIRED:

- Must have a reliable means of transportation to and from work and to attend workshops, conferences, and meetings.
- Ability to safely operate library vehicles, including the library van.
- Manual dexterity to perform maintenance and operating tools, machinery and office equipment.
- Ability to up to 50 pounds and move up to 150 pounds of weight.
- Prolonged periods of standing, bending, stooping and walking may be required.

I have read this job description and discussed it with the Director.

Employee's Signature

Date

Director's Signature

Date