Job Description

Position Title: Facilities Department Manager

Classification: K

Supervisor Title: Finance & Operations Director

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the direction of the Finance & Operations Director, this position facilitates superior library service to patrons through administration of the Facilities Department, overseeing the maintenance, repair and cleaning of the building and grounds.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  Bachelor’s Degree) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
* **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.

1. Thorough knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
2. Thorough knowledge of basic maintenance and facility materials, tools, and equipment.
3. Thorough knowledge of the repair and maintenance of heating and cooling systems.
4. Working knowledge of painting, carpentry, electrical and plumbing methods and techniques.
5. Working knowledge of library and facility related technology and software with the ability to problem solve and troubleshoot.
6. Working knowledge of budget preparation, administration, project planning, and supervisory methods and techniques.
7. Knowledge of architectural blueprints and construction codes.
8. Five years of experience in general building maintenance and repair including maintaining building systems.
9. Three years of supervisory experience.
10. Valid driver’s license.

## ESSENTIAL FUNCTIONS

1. Oversees the ongoing maintenance and upkeep of the building and grounds to keep the facility clean, attractive, and safe for staff and patrons.
2. Hires, trains, coaches, schedules, disciplines, evaluates, and supervises assigned staff; coordinates and monitors work flow to determine staffing needs.
3. Assists in the project planning, implementation, and completion of building and grounds capital projects.
4. Develops strategic goals, processes, and procedures for the Facilities Department.
5. Prepares and maintains departmental records, statistics and reports.
6. Works closely with the security monitor to resolve issues.
7. Performs building maintenance, repair and/or alteration projects including minor plumbing, carpentry, painting, and electrical repairs.
8. Actively participates in the management team and management team initiatives by attending department managers and all staff meetings and serving as a liaison between other managerial staff and department staff.
9. Contributes to planning and goal setting processes for the entire library.
10. Sets up meeting rooms and auditorium while using room booking software.
11. Participates in appropriate local, state and national organizations.
12. Participates in relevant training, continuing education and/or staff development.
13. Performs other duties as assigned.

WORK ENVIRONMENT

Work is regularly performed around moving mechanical parts and occasionally in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Some remote work may be available.

PHYSICAL REQUIREMENTS

1. Constantly moves about the building floors and grounds.
2. Frequently monitors internal and external conditions for temperature and inclement weather.
3. Frequently retrieves, transports, and places objects up to 125 lbs.
4. Frequently ascends/descends by mechanical lift and ladders up to 20 feet.
5. Frequently positions self to inspect, service, place and remove objects and equipment.
6. Frequently operates a computer or tablet and inspects and operates tools and machinery with buttons or a touch pad.
7. Frequently exchanges information with staff and vendors.
8. Occasionally uses chemicals for building maintenance.
9. Occasionally operates a vehicle to deliver or retrieve objects.