

Job Description

Facilities Supervisor

Name:		Department:	Library Operations
Pay Grade:	D	FLSA Code:	Non-exempt
Reports To:	Head of Library Operations	Typical Schedule:	Weekdays; evenings and weekends as assigned
Last Updated By:	Donna Dunn	Date:	7/5/2017

Job Summary

This position works closely with the Head of Library Operations to support all facility and grounds-related activities, including maintenance, housekeeping, event setup, asset and inventory control, and safety and security. The Facilities Supervisor collaborates with other library staff as needed and assists in creating a positive environment.

This position has supervisory responsibility of the Facilities Assistants.

Essential Functions & Responsibilities

Primary

- Assists in hiring, training, evaluating, and payroll reporting for Facilities Assistant staff in the department
 - Assigns and oversees the work of Facilities Assistant staff in maintaining the buildings and grounds
 - Coordinates and monitors the workflow of assignments to assist in determining short- and long-range staffing needs
 - Schedules staff to adequately meet patron needs
 - Conducts annual performance reviews of staff
 - Works with the Head of Library Operations to address staff performance issues
- Ensures that safe work and housekeeping practices are followed by assigned staff
- Assists with establishing a facility plan to maintain library equipment and systems to ensure proper and efficient working order at all times
- Assists with creating and maintaining department procedure manual

- Communicates library policies, procedures, and rules to staff; monitors compliance
- Performs duties as required to keep the buildings and grounds clean, attractive and safe, including but not limited to painting and repair of walls and other surfaces, and keeping walkways, driveways, and parking areas clear of snow and ice
- Maintains and performs routine repairs of library equipment, grounds, and facilities
- Coordinates with contractors, manufacturers, vendors, and appropriate library staff to make repairs that are beyond internal capabilities
- Monitors and verifies vendor and contractor compliance to agreements and work orders, including satisfactory completion
- Maintains asset and inventory supplies, and orders supplies as necessary and in compliance with library practices
- Coordinates deliveries and pickups with external vendors
- Oversees event setups and breakdowns
- Assists other departments with movement of furniture and equipment
- Ensures that all vehicles owned by the library are operating safely and are in compliance with state and municipal laws
- Transports equipment and materials in library vehicle
- Answers off-duty emergency calls regarding facility-related problems
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor's Degree |
| <input checked="" type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- One (1) year of successful supervisory experience
- Two (2) years of successful work experience in custodial work and building maintenance
- Valid driver's license with good driving record
- Knowledge of basic carpentry, electrical, and plumbing
- Excellent written and verbal communication skills
- Ability to provide reference assistance and instruction services
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and online selection/ordering tools
- Ability to adapt to evolving technology
- Ability to exercise initiative in problem-solving and refer questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Associate's degree
- Knowledge of facility management software
- Successful employment experience in a public library

Physical Requirements

Heavy work: exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Subject to environmental conditions, as activities occur inside and outside of the building.

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying/moving (up to 100 pounds)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading/analyzing/interpreting data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy,



arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

