



## Peter White Public Library - Job Description Facilities Manager

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AFSCME Designation: Union Employee  
Classification: Full-Time  
Benefits: Full benefits

Supervisor's Title: Library Director  
FLSA Status: Non-Exempt  
Supervises: Maintenance Staff

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### **Position Purpose:**

Responsible for the management of the Maintenance department and staff. The Facilities Manager is responsible for providing leadership and vision for the library facilities, infrastructure and grounds. Facilities manager is a member of the library's management team.

### **Education and/or Experience Qualifications:**

To perform this job successfully, an individual must have the following education and/or experience:

- High School graduate or equivalent; advanced education in facility management or engineering preferred.
- Minimum of three years of supervisory experience.
- Functional knowledge of building automations systems.
- Ability to work without direct supervision and supervise others.
- Ability to schedule and prioritize routine and special projects.
- Ability to complete minor electrical, plumbing, equipment and facility repairs.
- Demonstrated ability to use good judgement in all situations.

### **Position Essential Functions and Responsibilities:**

- Leads the overall maintenance planning and development of library facilities, infrastructure and grounds.
- Serves as a member of the Supervisor on Duty team and coordinates safety and security measures on library grounds including: door entry and security systems, opening/closing of library facilities and key distribution.
- Provides direct supervision to the Maintenance Staff. Leads all activities related to hiring, scheduling, training, coaching, performance management and professional development for the maintenance department.
- Coordinates facility maintenance with Library Director and other Library staff.
- Selects, orders and obtains all equipment and supplies used by Maintenance Services Department staff, while adhering to the department's budget. Ensures supplies are stocked and available to staff as needed.
- Independently prioritizes workload to assure task completion within acceptable time frames and in complete manner.
- Manages all cleaning of library facility and grounds ensuring the library is maintained. Leads major cleaning projects and participates in cleaning on a regular basis. Disposes and/or manages the disposal of all refuse and recycling appropriately.
- Manages all facility, equipment and grounds repair and maintenance projects.
- Works with library staff to prepare and setup for events and programs.
- Removes snow and ice in accordance with established procedures.
- Creates an annual schedule for major cleaning and repair projects including: window washing, floor refinishing, HVAC seasonal updates and other facility and grounds projects.
- Attends training pertinent to job duties and provides training to other library employees as needed.



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- Completes monthly board reports and statistical data as required or requested.
- Engages in review, negotiation and administration of contracts with vendors for building repair, maintenance, replacement services, materials, supplies, equipment, and others for the purchase of items and services for library facilities.
- Coordinates delivery of goods and services to the library facilities.
- Performs library-wide administrative duties; participates in management team meetings and other library committees as assigned; works with other department heads and staff on library-wide matters; represent library in external organization and activities; serves as supervisor-on-duty; and is the primary contact for building security related events on call.
- Ensures Maintenance Department work supports library mission, policies and workplace cultural expectations.
- Performs all other duties as needed.

### **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.

- The employee frequently is required to:
  - Stand, walk, and sit
  - Ability to reach for, handle and manipulate various sized objects.
  - Speak and listen to others
  - See and read
  - Reach with hands and arms
  - Stoop, kneel, crouch, or crawl
- The employee must be able to lift up to 70 pounds without the assistance of another person. Must be able to frequently lift and/or carry objects weighing up to 25 pounds.
- The employee must frequently push, pull, and maneuver heavy carts or loads