

Hussey-Mayfield Memorial Public Library
Job Description

Job Title: Facilities Manager
Department: Administration
Grade: 3
Hours: 20 hours/week

State Certification required: No
FLSA Status: Non-exempt
Approved Date: March 15, 2018

Job Summary

Oversees the operation, repair, maintenance, and cleaning of the Library, including life safety equipment and systems, building management systems, and related equipment, as well as the grounds, parking lots, and sidewalks.

Essential Functions

Functions are generally listed in order of importance to the job and are intended as illustrations of the types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Directs and supervises Facilities and Custodian staff, as well as skilled tradespersons hired as contractual needs arise.
- Plans, organizes, manages, and assists supervised staff with the maintenance, repair, landscaping, and custodial operations for Library infrastructure, systems and facilities.
- Develops long range plans for repair and maintenance of Library facilities; leads in the development of new facilities.
- Monitors renovation, construction, and maintenance projects. Works with the Executive Director to develop specifications for contracted services.
- Manages the contract negotiations for outside contractors to ensure cost effective means of managing facilities and projects.
- Develops, implements, and monitors cost reduction and energy efficiency initiatives.

Supervision

Reports to: Executive Director
Supervises: Senior Custodian
Works with: Staff in all departments and Library Board Maintenance Committee

Required Knowledge, Skills and Abilities

The employee is expected to perform or possess the following:

- Knowledge of Hussey-Mayfield Memorial Public Library's mission, values, and strategic plan.
- Knowledge of Hussey-Mayfield Memorial Public Library's policies and procedures and ability to exercise sound judgment in interpreting said policies and procedures when dealing with staff and customers, as well as apply them appropriately.
- Knowledge of public library service, overall Library operations and department responsibilities
- Knowledge of procurement and contract administration.
- Skill and experience in management and supervisory work.

FACILITIES MANAGER

- Skill in facility management, including building structure, HVAC, plumbing, fire prevention and alarm systems, elevators, lighting, and grounds.
- Skill in understanding gauges, dials, or other indicators to ensure a machine is working properly.
- Skill in understanding the general, structural, and mechanical maintenance needs and specific needs and uses of a public library building.
- Skill in maintaining a pleasant, productive and safe work environment.
- Ability to read and interpret blueprints, plans, and specifications.
- Ability to work effectively in a team environment with a strong service orientation.
- Ability to act as a representative of Hussey-Mayfield Library to the public.
- Ability to communicate well with others, including staff, Library Board and customers, both verbally and in writing.
- Ability to work with minimal supervision.
- Ability to grasp the fundamental concepts of excellent customer service and put them into daily practice.
- Ability to successfully prioritize and multi-task to ensure smooth Library operation.
- Ability to perform repetitive work according to set procedures, sequence and pace.
- Ability to use basic hand and power tools as well as standard cleaning equipment.
- Ability to have personal transportation available for job-related assignments, if needed.
- Ability to set measurable goals with tangible outcomes.

Education and Experience

- Bachelor's Degree in facility management, mechanical engineering, or architecture, or a related field, with an emphasis on mechanical disciplines and building operations, from an accredited college or university preferred.
- Three years' experience in management or supervision in building trades, construction, or facilities maintenance in a comparable facility.
- Experience in building operations, especially related to HVAC and fire prevention.
- Due to on-call requirements, preference will be given to residents of Boone County, particularly Zionsville.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Newly assigned employees are expected to be proficient at assigned tasks by the end of the first three to six months of service. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Proficiency is expected for all levels up to and including those listed in this job description and is required at hiring. Candidates must meet these minimum qualifications to be considered for this position.

Physical and Environmental

Work is conducted both indoors and out year-round and requires good physical fitness. Occasional moderate to heavy lifting of up to 50 pounds and ability to climb ladders is required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, elevators, and stairs and/or avoidance of trips and falls and observance of fire regulations. Outdoor work requires normal precautions due to weather, such as sun, rain, snow, etc.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Hussey-Mayfield Memorial Public Library is also an Equal Opportunity Employer.