



FACILITIES SUPERVISOR (draft)

Grade level: 8

General Statement of Duties:

Perform skilled and semiskilled work in the maintenance and repair of the building and grounds of the main facility and branch locations; ensures that facilities are clean, well maintained, safe and secure.

Supervision may be exercised over other maintenance and custodial staff and/or contract workers. The Facilities Manager reports to the Assistant Director but is also responsible to the Director.

Essential Duties:

Plan, organize and maintain maintenance activities that will result in the maximum utilization of the facilities and grounds; determine work priorities in conjunction with the Assistant Director, Director and/or senior management.

Supervise custodians and/or cleaning services personnel; perform custodial duties as needed in the absence of other cleaning personnel.

Prioritize work with staff.

May perform rough or finish carpentry work.

Make preventive and emergency plumbing repairs. Monitor water heaters, HVAC and other major systems and arrange for service as needed.

Perform general maintenance and repair work, such as-minor repairs to leaking faucets, plugged drains, or broken latches, locks, glass, shelves, switches, etc.

Operate maintenance and repair equipment and ensure that vacuum cleaners, power tools, snow blower, and other equipment are properly maintained and serviced as needed.

Remove snow from building entrances and sidewalks and distribute ice melt on walkways as needed.

Clean up wet floor areas resulting from leaks, spills, or rain/snow being tracked into the building; put out mats, cones and/or warning signs as necessary.

Assemble, install, remove or relocate furniture or shelving as requested.

Replace clock batteries and emergency alarm batteries; recharge emergency flashlights and light bulbs that are within reach of the CCPL ladder.

Direct and assist workers engaged in maintenance and repair of mechanical equipment.

Lift, move and/or unpack large or heavy items; break down boxes and remove to dumpster.

Perform minor landscaping tasks including disposing of litter or debris in parking lots and grounds.

Order and maintain inventories of all lighting, maintenance, janitorial and paper supplies; drive to area hardware or department stores to purchase needed parts or materials.

Set up and take down tables and chairs in the Library's Program Room and other areas as requested for library programming, meetings, and events.

Maintain Material Safety Data Sheets as required by OSHA.

Work with maintenance contracts and oversee inspections and servicing of elevators, sprinkler and fire alarm systems, fire extinguishers, electric doors, pest control, and security system.

Perform related tasks as required

Minimum Qualifications:

High school graduate or GED and 3-5 years of experience in building maintenance

Basic knowledge and ability in one or more skilled trades (electrical, plumbing, HVAC, etc.)

General knowledge of occupational hazards, safety precautions, OSHA standards, building codes, etc. applicable to building and grounds maintenance

Skilled in the use and care of tools, equipment and products necessary to perform various building and grounds maintenance and repair tasks

Ability to supervise semiskilled or unskilled workers as assigned and to work collaboratively with contracted vendors and service providers

Ability to interact tactfully and courteously with the public and library staff

Basic computer skills including email, spreadsheet and word processing software desired

Ability to perform basic mathematical functions and calculate measurements such as square footage

Physical Demands:

Good eyesight and hearing; ability to read and follow written guidelines and instructions

Physical agility and strength to climb ladders, bend, stoop, reach and perform heavier physical tasks such as lifting and carrying moderately heavy (20-50 lbs.) items and occasionally, with assistance, very heavy items over 50 pounds

Ability to operate gasoline powered equipment as well as hand and power tools requiring manual dexterity

Must be able to operate a motor vehicle and have or be able to obtain a valid driver's license

Occasional exposure to adverse environmental conditions including dirt, rain, fumes and extreme temperatures

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