

Position Title: Facility Supervisor

Department: Administration

Reports To: Library Director

Non-exempt

Hours: Full-time (37.5 hours per week)

Job Classification: 105

FLSA Status:

Certification Level: N/A

POSITION SUMMARY:

Under the supervision of the Library Director, the Facilities Supervisor conducts maintenance, repair, installation, and cleaning of the library building, facility, grounds, furniture and equipment; provides assistance to staff as necessary, acts as liaison to related outside vendors/contractors, and responds at any given time to emergency situations, such as inclement weather, power failures, plumbing, HVAC related issues, etc. Trains part-time custodial staff.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent
- Valid driver's license and proof of auto insurance.
- Minimum of two years' related work experience required.

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Extensive knowledge of all building plans and systems, including basic utilities information, equipment, locksmithing, basic carpentry, HVAC, plumbing, electric, fire alarms and related equipment, OSHA and other regulatory requirements, library policies and procedures;
- Ability to pay close attention to detail, define problems, collect data, establish facts and draw valid conclusions, identify future needs and develop plans to meet those needs; exercise discretion, consistency, and independent judgment in the interpretation of approved policies and methods in relation to departmental personnel on a day-to-day basis, work at a varied pace within the context of the working conditions listed below, interpret, communicate, and apply OSHA and other regulatory requirements within the workplace, continue learning and maintaining working knowledge of current maintenance, repair and cleaning procedures, apply correct and cost effective techniques and solutions.
- Effective skills in all forms of communication, written and oral, within a variety of settings such as in-person, telephone, two-way radio, and email with both internal and external contacts, problem/conflict resolution, workplace organization, prioritization and time management, as well as general computer skills with experience in Microsoft Office, email, and Google products.

ESSENTIAL DUTIES:

A. Facilities Oversight

- a. Regularly inspect building and grounds assessing the need for cleaning, maintenance, and repair;
- b. Maintain building services equipment, schedule service and repair as needed;
- c. Monitor all building systems including, but not limited to, electrical, plumbing, HVAC, water softener, etc. Troubleshoot issues and make minor adjustments, replacements, or repairs as needed. Contact service vendors when necessary;

- d. Oversee and act as liaison to all contractors/vendors that perform inspections, scheduled maintenance or service, new construction, remodel and/or renovation work, and/or repairs to equipment or facility such as, but not limited to, elevator, HVAC system, plumbing, electrical, fire and sprinkler equipment and pest control;
- e. Assist with making contact, setting up appointments and meetings with appropriate contractors/vendors to acquire proposals/bids as necessary;
- f. Train new custodians and oversee on-going training of existing custodial staff. May be called upon to perform duties of custodians in their absence.
- g. Regularly “on call” for facility emergencies and/or building security issues;
- h. Keep up-to-date on knowledge and use of cleaning chemicals, solutions, and products used in the performance of job duties;
- i. Maintain computerized or manual logs that detail preventive, scheduled, and emergency work performed on equipment and the facility;
- j. Maintain supply inventory, ordering supplies through the Administrative Assistant;
- k. Responsible for the set-up, tear down, and cleaning of library meeting rooms and other spaces for library programs and events.

B. Custodial Duties

- a. Perform daily, weekly, quarterly, semi-annual cleaning tasks from established task list;
- b. Perform other cleaning and sanitation tasks as needed;
- c. Spot clean furniture upholstery as needed;
- d. Perform some grounds keeping such as litter and debris removal, weeding, trimming, and setting/operating hoses and sprinklers;
- e. Maintain safe and clear sidewalks, walkways and paths seasonally by shoveling snow, applying ice melt, removing leaves, litter, debris, and other potential hazards.

C. General Duties

- a. Launder items for use by facilities staff such as mop heads and towels
- b. Maintain US and Indiana flags on flagpole, raise and lower as directed;
- c. Deploy, vacuum, and clean walk off mats as needed;
- d. Complete minor repair/painting jobs within the library;
- e. Perform library errands such as pick-ups and deliveries;
- f. Hang signs and other items, replace light bulbs, and maintain keys/locks;
- g. Assemble shelving, bookcases, furniture, carts, and other items as necessary;
- h. Assist staff in moving and lifting library materials, furniture, and package deliveries;
- i. Turn in lost and found items to circulation desk staff;
- j. Routinely meet with library director and attend other library meetings as required;
- k. Submit monthly written facilities report to Administrative Assistant;
- l. Complies with library policies and procedures;
- m. Maintain a neat, clean, and professional appearance;
- n. Arrive to work on time and as scheduled.

D. Occupational Health, Safety, and Security

- a. Assist library director with occupational health and environmental safety programs to ensure compliance with federal, state, and local regulations;
- b. Maintain OSHA required Safety Data Sheet (SDS) records as well as any other record keeping requirements applicable to the products, services, or functionality of the library;

- c. Regularly inspect buildings, grounds, and equipment for potential health, safety, and security dangers or violations;
- d. Deploy walk off mats and caution signage in lobby and loading dock area during wet or snowy weather;
- e. Monitor lobby and loading dock floors during wet or snowy weather for slip hazards;
- f. Ensure general workplace safety at all times for staff and visitors.

E. All other duties as assigned

WORKING CONDITIONS:

The physical demands and work environment of this position are typical of a maintenance and custodial work environment with varied levels of physical effort and exertion required and varied exposure to physical risks and weather.

Applicant must possess clarity of speech and hearing, sufficient vision, manual dexterity, mobility, and reflexes to perform work throughout a large, fast-paced facility often with members of the public present; must be able to safely lift and carry items up to 100 pounds, maneuver carts weighing at least fifty pounds, with prolonged standing, bending, squatting, stooping, crawling, stretching, climbing and reaching at various heights, depths, and spatial dimensions required.

Environmental conditions include exposure to all potential extremes of weather as necessary to complete job tasks; exposure to cleaning chemicals and solutions, fumes, dust and dirt, human waste and other potential blood-borne pathogens, loud noise when using equipment, and heights.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is a full time position and requires 37.5 hours per week. Position requires flexibility in scheduling and includes weekends and evenings. Also, position requires ability to respond to emergencies from off-duty status at any time.

SALARY:

This position is classified as a Level 105 on the Library's salary schedule.

Salary begins at \$21,450 per year and is commensurate with experience.