

**TITLE:** FACILITY MANAGER  
**REPORTS TO:** LIBRARY DIRECTOR  
**JOB CLASSIFICATION:** EXEMPT, SALARIED  
**LIBRARY:** SPRING LAKE DISTRICT LIBRARY  
**SALARY:** STARTS AT \$39,520

#### **NATURE OF WORK**

This is a full-time position with benefits. The essential function of this job is to manage custodial staff, perform custodial/maintenance functions on the building interior, exterior, and grounds, and coordinate work with contractors and other tradespeople. This position requires the ability to coordinate tasks, share supplies and equipment, and work with other custodial/maintenance staff. This position is responsible for general repairs, maintenance, and minor modifications of the physical structure, equipment, and common areas as assessed and/or requested.

#### **EXAMPLES OF WORK**

Listed examples are illustrative and representative of the tasks required, but are not intended to be a complete listing of all the responsibilities of the position.

##### Building Managerial Tasks

- Respond to building emergencies, sometimes outside of regularly scheduled work hours.
- Keep updated records of building and grounds work.
- Follow and/or establish maintenance protocols for the building utilizing daily, weekly, monthly, quarterly and annual schedules. Includes scheduling of equipment inspections such as elevator and Genie Lift.
- Perform carpentry/plumbing/electrical/other building repairs of average difficulty and recognize when an expert needs to be called.
- Develop a positive working relationship with the library's existing building maintenance service providers. Bring existing or potential mechanical, electrical and HVAC issues to the attention of the technicians and help bring about pre-emptive solutions.
- Work closely with contractors to assist in performance of preventative maintenance on various machines and equipment.
- With Library Director's approval, contact contractors (electrical, plumbing, heating/cooling, painting, window cleaning, carpet cleaning, etc) to request quotes and arrange for work to be done, supervise productivity of contractors, and review completed work to assure it was done according to the contract/agreement.
- Keep updated records of building and grounds work. Report repairs to Library Director made to the building or equipment and maintain repair records.
- Works with other staff to create and maintain supplies and necessary spare parts inventory
- Keep work areas organized with a focus on safety and cleanliness.
- Other duties as assigned

##### Staff Supervisory Tasks

- Supervise custodial staff during shifts.
- Manage and coordinate custodial staff work schedules.
- Review and approve custodial staff hours worked in preparation for bi-weekly payroll.
- Conduct custodial staff evaluations and participate in the hiring process for custodial employees.
- Schedule any required training or certification for custodial staff and maintain records of current certifications.

##### Custodial and Other Tasks

- Ensure the outward appearance of the facility is kept neat and clean (pick up litter, dispose of trash in outdoor trash receptacles, prune trees and weed flower beds).
- Operate gasoline powered equipment such as power washers, blowers, weed-eaters, etc.
- Assist with the setup of facilities for meetings, classrooms, programs, events, etc.
- Clean and sanitize restrooms and kitchens using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets, trash, and recycling containers; replace light bulbs using tall ladders or Genie Lift if necessary; refill restroom dispensers.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Wash walls and equipment; use ladders when required in work assignments.

- Lock and unlock the building: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within twenty five feet of buildings using hand-operated tools or small power equipment.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Take classes as required in cleaning methods and techniques, new products, and working relationships.
- Handle recycling materials.
- Call, email, or use internet to request work orders with contractors
- Assist with inventory control and security.
- Safely operate all job-related equipment.
- Become certified to operate and maintain Genie Lift.
- Support and enforce all library policies, OSHA/MIOSHA rules, health and safety regulations and guidelines, etc.
- Perform other related duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- High school graduate (higher level of education or training desired, but not required)
- Working knowledge and skill of carpentry, metal work, plumbing, electrical work, cement work, landscaping, painting, as well as basic principles of air conditioning, heating and floor coverings
- Knowledge of standard safety rules, including fire prevention
- Knowledge of industrial HVAC systems
- Ability to recognize and use the correct tools to perform all functions of the position
- Ability to provide own transportation to work as required
- Ability to read, write and speak English
- Ability to perform the duties of the job description, with or without reasonable accommodation
- Skilled in the techniques used in the maintenance and repair of buildings and equipment
- Ability to read and understand schematics, prints, or as-built drawings
- Ability to troubleshoot problems
- Ability to work in high spaces (top of roof of facility)
- Ability to follow oral and written instructions
- Ability to attain Genie Lift certification and other certifications, as required.
- Ability to work harmoniously and respectfully with staff, volunteers, the public and vendors (e.g., mechanical vendor, contractors, etc.)
- Ability to communicate effectively with staff
- Commitment to act with integrity and demonstrate commitment to and passion for Spring Lake District Library's mission and values

#### **PHYSICAL DEMANDS**

- Will be working at a desk and sitting in a chair at a computer for extended periods of time.
- Work requires lifting and carrying items that weigh up to 50 pounds. Will be assisted by other staff members with items weighing over 50 pounds.
- Will be required to walk or stand for extended periods of time.
- Ability to frequently bend, stoop, work from elevated levels and work in confined spaces as necessary.

#### **WORKING ENVIRONMENT**

- Climate-controlled building.
- Will be exposed to outdoor elements during exterior building and grounds and parking lot tasks.
- May be exposed to unpleasant noises, messes or odors
- May be exposed to hazardous chemicals or noxious fumes. Personal protective equipment will be provided and required.

#### **REPORTING RELATIONSHIP**

- Reports to the Library Director. In the absence of the Library Director, reports to the Business Manager.