

Job Title: Facilities and Maintenance Manager

2018-11

Position Reviewed by and Reports to: Library Director

Number and Titles of People Directly Supervised: 3 Custodial/Maintenance Assistants (1 FT, 2PT)

Fair Labor Standards Act: Exempt

Full Time **Part-Time (30+ hrs)** **Part-Time (20+ hrs)** **Part-Time (less than 20 hrs)**

Nature and Scope of Job:

Manages, oversees and coordinates the maintenance of the Morton Grove Public Library facility and grounds; coordinates the day-to-day operations of department staff; performs other duties as assigned.

Essential Functions:

- Manages and directs Maintenance department staff; recruits; trains; arranges schedules; monitors workflow; reviews work; and conducts performance evaluations.
- Provides guidance and direction to staff on department goals, standards of service and staff development; identifies and resolves personnel issues; models expected behaviors.
- Oversees all building maintenance including minor electrical, plumbing, mechanical, and structural repairs.
- Oversees all cleaning of the library building; ensures that the building is a clean and safe environment for both staff and patrons.
- Oversees and coordinates contractual services with vendors for cleaning, repair, maintenance, and security services; works with vendors to resolve any problems.
- Works with staff to identify problems and solutions; provides high level customer service.
- Works with library leadership to set department goals and objectives; monitors progress towards them.
- Develops and monitors the department budget; develops projections of needs and expenses; recommends budget adjustments; authorizes and monitors departmental expenses.
- Orders supplies and equipment; tracks and monitors usage.
- Attends meetings and participates in committees and organizations that further the library's mission and goals.
- Perform other duties as assigned.

Essential Knowledge, Skills, and Abilities

- Ability to gain thorough knowledge of Morton Grove Public Library's policies and procedures.
- Ability to act as a representative of the Morton Grove Public Library to the public.
- Effective decision-making skills with strong customer service focus.
- Knowledge of electrical, plumbing, mechanical, dry sprinkler systems, structural repair and general maintenance.

- Ability to plan, implement and evaluate maintenance provided through in-house and vendor services.
- Ability to accurately identify and respond to the needs of the Library in a timely fashion.
- Ability to effectively develop, manage and monitor department budgets and expenses.
- Ability to effectively supervise and motivate staff.
- Ability to safely operate tools and equipment.
- Ability to keep all relevant parties informed of all major issues and to recommend changes as appropriate.
- Ability to establish and maintain effective working relationships with other staff.
- Knowledge of electronic and online resources, including the internet and ability to operate relevant computer systems, and office machines.

Essential Physical Abilities:

- Speech/Hearing Requirement – Sufficient clarity of speech and hearing to be able to communicate effectively in English.
- Visual Requirement – Sufficient to be able to make repairs to lighting, plumbing and mechanical equipment. Ability to use/read computer screen.
- Manual Dexterity Requirement – Sufficient to be able to make repairs to lighting, plumbing and mechanical equipment. Ability to operate a computer keyboard.
- Ability to handle light and moderately heavy materials of up to 70 pounds.

Education:

- High school diploma (or equivalent) required.
- Technical training and/or college coursework or degree preferred.

Experience:

- Five years' relevant experience required.
- One year supervisory experience required.

Other Qualifications:

- Must have or have the ability to receive a valid IL driver's license.
- Schedule includes regular daytime, evening, and weekend hours as necessary.