



POSITION TITLE		DEPARTMENT		PAY GRADE
Building Maintenance Supervisor		Building Services		8
FLSA CLASSIFICATION	REPORTS TO	SUPERVISES	SCHEDULE	
Non-exempt	Director of Facility and Security Services	Maintenance Technicians & Janitors	Weekday hours which may include evenings/weekend shifts as needed	

PURPOSE:

Under general supervision, this position performs a variety of maintenance and repair tasks to the library facilities. Duties include repair of equipment, building and grounds maintenance and some housekeeping. This position is responsible for coordinating the daily workflow of department staff. Direct supervision of the maintenance and custodial staff also includes conducting training, evaluating performance, and collaborating on recruitment activities to fill vacant positions. This position requires the ability to perform medium to heavy work while maintaining the safety and appearance of the facilities and grounds.

SUMMARY OF DUTIES:

This position comprises of the following essential duties:

- Building Maintenance (50%)
- Supervision (40%)

Other non-essential job duties may include various departmental tasks.

JOB TASKS AND RESPONSIBILITIES:

Building Maintenance

1. Advises department head on matters related to departmental operation
2. Prepares daily opening and closing of the Library Building, as required.
3. Activates/deactivates building security system, as needed.
4. Performs the following maintenance related duties including but not limited to:
 - a. assembles, moves, and adjusts shelving;
 - b. assembles, arranges or repairs furniture and/or equipment;
 - c. snow and ice removal,
 - d. landscaping and grounds care,
 - e. various electrical work (i.e. light fixtures, repairs, installations, re-wiring)

- f. various plumbing maintenance and/or repairs,
- g. routine painting, plastering and wall repair
- 5. Performs routine carpentry, including sawing, routing and jointing of wood
- 6. Performs, when assigned, janitorial and housekeeping duties when needed including but not limited to vacuuming, carpet cleaning, hard floor care, cleaning restrooms, and general housekeeping tasks
- 7. Oversees the maintenance of grounds care equipment, mechanical equipment, and miscellaneous building equipment
- 8. Prepares regular written status reports as to the condition of building and equipment and recommends or schedules preventative maintenance work.
- 9. Maintains accurate service and repair records.
- 10. Operates a variety of hand and power equipment in a safe and effective manner
- 11. Represents Library interests to outside contractors and vendors as assigned
- 12. Assists with purchasing materials and supplies for the Library
- 13. Picks-up and delivers Library materials and runs errands as necessary
- 14. Prepares/sets up meeting rooms when needed.

Supervision

- 15. Prepares daily, weekly and long range schedule for custodial and maintenance staff for approval by department head
- 16. May be required to finding alternate staffing for schedule when needed
- 17. Coordinates daily work flow (tasks and assignments) for maintenance and custodial staff
- 18. Trains, evaluates and manages the performance of staff
- 19. Trains/supervises volunteers when assigned

Other duties and/or tasks

- 20. In charge of department during absence of department head
- 21. Prepares reports and collects statistics as required
- 22. Acts as liaison for vending machine and coffee vendors
- 23. May assist with emptying book bins and unloading donations
- 24. Assists in maintaining Library vehicle(s) in good repair and operating safely
- 25. Transports books, materials and/or supplies (to staff, trustees or patrons) as needed
- 26. Attends appropriate meetings, facility related workshops and seminars
- 27. Serves on committees as assigned
- 28. Monitors behavior of Library patrons as needed
- 29. Other duties as assigned

ABILITY, KNOWLEDGE AND SKILLS: (In alphabetical order)

- Ability to climb, balance, stoop, reach, kneel, crouch, push, lift, crawl, push and pull
- Ability to establish and maintain working relationships with others
- Ability to follow directions
- Ability to lift and handle 70 lbs. or more
- Ability to operate and use tools and equipment skillfully and safely

- Ability to perform medium to heavy work
- Ability to problem solve
- Ability to supervise
- Ability to work and communicate effectively and courteously with staff
- Ability to work as a member of a team
- Ability to work independently
- Basic knowledge of heating, ventilation and cooling systems
- Basic knowledge of safety practices
- Basic knowledge of supplies and equipment relating to building and grounds maintenance
- Basic knowledge of trades: electrical, plumbing, carpentry, and mechanical relating to HVAC
- Basic knowledge of the methods and principles of general building maintenance
- Basic knowledge of the principles of carpentry, plumbing, painting and electrical work
- Basic mathematical principles
- Excellent communication skills
- Knowledge of ladder safety
- Knowledge of Library organization
- Knowledge of Library policies and procedures
- Knowledge of occupational hazards and standard safety practices
- Knowledge of repair and installation of wiring, lighting fixtures and a variety of lighting fixtures
- Knowledge of standard electrical practices
- Knowledge of standard plumbing practices including installation and repair of fixtures
- Knowledge/skill with electronic messaging e.g. email
- Knowledge/skill in use of the Internet
- Knowledge/skill with collaborative and/or interactive web applications
- Knowledge/skill with Microsoft Office applications
- Skill equivalent to journeyman level in maintenance trades
- Skill in working with mechanical equipment

EDUCATION AND TRAINING:

High school diploma is required (and/or the equivalent education and work experience). Technical/mechanical training and/or comparable experience. Three (or more) years demonstrated work experience in maintenance. Supervisory experience a plus. Must have a valid driver's license and a favorable motor vehicle report.