

McHenry Public Library District Job Description

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| Job Title: | Building Services Manager | Date Created: | April 18, 2015 |
| Reports To: | Assistant Director | Date Revised: | August 6, 2018 |
| Status: | Exempt | | |
| Pay Grade: | 11 | Accruals: | Librarian II |

Summary:

Responsible for the upkeep and preventative maintenance of manual and automated building control systems, the appearance of internal and external library facilities, as well as management of staff and/or contractors providing services to the building and grounds. This position works closely with all library departments to promote a safe, secure, positive, and supportive work environment while planning and prioritizing departmental schedules for routine and emergency maintenance by staff and/or contractors.

OPERATIONS MANAGEMENT

- Manages the library's buildings and grounds to ensure a safe, secure, clean, and aesthetically pleasing environment for staff and patrons, both inside and out.
- Conducts daily building and grounds inspections and takes appropriate action on any items.
- Develops and maintains a plan to maintain library building systems to ensure proper and efficient working order at all times. Maintains or schedules preventative maintenance, service, repairs, and safety inspections. Utilizes life cycle plans for equipment and maintains repair records.
- Develops and maintains routine cleaning and maintenance schedules for the library's building and grounds.
- Coordinates the purchase, repair, and/or replacement of maintenance equipment and vehicles as needed.
- Orders and maintains stock of janitorial supplies.
- Responsible for program and event setups and breakdowns, and materials delivery to outreach partners.
- Maintains and updates accurate records of asset log of all building equipment and furnishings, supplier contacts, preventative maintenance checklists, and other necessary documentation.
- Receives delivery, inspects, assembles, and maintains equipment and furnishings.
- Coordinates quotes, proposals, and bids from contractors or vendors for building and grounds maintenance, repairs, and replacements needed that are beyond internal capabilities.

- Monitors contracted services to verify terms of the contract are being met and that the work is completed to standards. Reviews vendor invoices for accurate billing.
- Responds to off-duty building and grounds emergency calls directly or by coordinating outside contractors. Serves as a point of contact for emergency notification calls as needed.
- Works with outside law enforcement and emergency responders to proactively plan, prevent and respond to serious emergencies.
- Serves as the Library's Safety and Security Coordinator, updates the Library's Safety and Security and Disaster Plan, and works with Human Resources to communicate and train staff to respond to such emergencies. Regularly notifies staff and administrators about potential issues.
- Ensures compliance with local, state, and federal codes regarding building, grounds, safety, and security.
- Obtains permits and regular inspections based on recommended or required guidelines.
- Ensures OSHA compliance.
- Attend management, staff, and Board meetings and provide input when applicable. Communicates interdepartmentally regarding Building and Grounds concerns.
- Performs essential duties of maintenance and custodian staff when needed, including janitorial and custodial tasks.

PEOPLE MANAGEMENT

- Evaluates and makes recommendations on staffing levels, staff development needs, and other personnel matters. Leads in the selection and recommendation for hiring building services staff.
- Hires, supervises, develops performance expectations, trains, evaluates, and manages performance.
- Oversees the work of building services personnel. Sets service standards, coordinates workload, projects staffing needs, and schedules building services staff to provide appropriate staffing levels based on library needs.
- Recognizes and rewards innovative and high-performing staff.
- Reviews and approves timekeeping for Building Services Department staff.
- Ensures building services staff are aware of and in compliance with library policy, and procedures.
- Develop monthly reports for administrative staff and the Library Board of Trustees.
- Resolves departmental personnel issues.

STRATEGIC

- Maintains and updates Library's Capital Improvement plan regarding Building and Grounds and works with administration to plan, schedule, and budget projects listed on the plan.
- Responsible for the budgets related to building and grounds expenses. Prepares, recommends, and administers budgets and monitors expenditures.

- Evaluates and makes proposals for potential cost reductions/avoidances where applicable.
- Articulates, creates, supports, and implements the mission, goals, and policies of the McHenry Public Library District.

ADDITIONAL WORK PERFORMED

- Acts as person-in-charge with other management team members in the absence of the Executive Director.
- May serve on Library committees, as requested.
- May represent the Library on city, community, or regional committees or as a liaison between the Library and other civic organizations.
- May serve as lead or assist in coordinating and supervising capital or special projects as assigned.
- Participates in related organizations, conferences, and training to enhance skills and remain current in library and customer service practices.
- Participates in continuing education opportunities.
- Performs other related work of a similar nature or level.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of various trades principals, methods, techniques, and procedures in the care and maintenance of buildings and grounds.
- Ability to operate and train others in the use of all equipment needed to perform duties of this position, including cleaning equipment, hand and power tools, power lifts and grounds equipment like those for snow removal and grass cutting.
- Ability to read and interpret architectural/mechanical drawings.
- Ability to maintain a safe environment for staff and public.
- A high degree of organization skills and attention to detail.
- Knowledge and application of cleaning solutions and equipment for flooring, walls, and ceilings.
- Experience with OSHA standards.
- Ability to set priorities to plan, organize, and manage projects simultaneously to meet assigned deadlines.
- Ability to follow directions and multitask.
- Ability to work without direct supervision.
- Flexibility to adjust to changing directions and deal with frequent interruptions.
- Ability to respond to emergencies and stressful situations with a calm and professional demeanor.
- Dependability; ability to work a flexible schedule, including evenings, weekends, and on-call hours.

SUPERVISORY RESPONSIBILITIES

- Maintenance Staff
- Custodial Staff

QUALIFICATIONS

- High school diploma or equivalent; some college preferred.
- Minimum of two years experience supervising a maintenance staff.
- At least four years of facility maintenance experience, not including supervisory experience.
- Proficient technology skills, including Microsoft Windows and Office applications, Google Suite applications, Internet, and the ability to adapt to changing technology.
- Valid driver's license, access to a vehicle, and current automobile insurance
- Experience with operating a forklift required; forklift Train-the-Trainer certification preferred, but the Library will provide such training. Experience with fork and scissor lifts, or ability to complete the necessary training.
- Able to drive a pickup truck, sometimes with a plow and salt spreader attached and seasonal outdoor ground equipment.
- Excellent interpersonal skills.
- Excellent communication skills, both written and verbal.
- Excellent leadership skills.
- Excellent time and project management skills.

WORKING CONDITIONS

- While performing the duties of this job, the employee is regularly required to talk, hear and see.
- The employee is frequently required to sit, stand, walk, bend, stoop, reach with hands and arms, get down on floors, climb ladders, manipulate a variety of hand and power tools, and perform other physical tasks.
- Repeated movements with the wrists, hands, and/or fingers while using keyboard.
- Employee may be exposed to weather conditions prevalent at the time of work, including possible extreme hot and cold weather.
- Noise level is generally similar to an office environment but may be loud at times.
- The employee will occasionally lift or move up to 75 pounds and push or pulls carts up to 250 pounds.
- Work in conditions typical of maintenance and mechanical rooms, including the presence of dust, dirt, chemicals, grease, oil, solvents, fumes, electrical current, water, and waste products.
- Needs the mobility to get in and out of building equipment and/or vehicles.
- Ability to climb interior and exterior ladders to perform general maintenance.
- Must be able to respond to fire alarms, warning sirens, security calls, and phone pages.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.