

CAREER OPPORTUNITIES

At the
McHenry Public Library District

Building Services Manager (Full-Time - 37.50 hours/week)

The McHenry Public Library District seeks an experienced tradesperson with strong skills in people and project management, judgment, and problem-solving to oversee the operation, safety, repair, maintenance, and cleaning of the Library buildings, systems, and grounds. The ideal candidate for this position is exceptional at planning and prioritizing in order to schedule for routine and emergency work to be completed by staff and/or contractors. With strong communication and interpersonal skills, the person in this position will be able to effectively share their knowledge of the best practices of facility management and safety to administrators, management, and staff. The position's responsibilities include upkeep and preventative maintenance of manual and automated building control systems, the appearance of internal and external library facilities and grounds, and management of a Building Services staff and contractors who provide services to the building and grounds with the goal of maintaining a safe, attractive and clean Library environment for patrons and staff alike. This role is also part of the Library's Management Team.

A flexible schedule includes; evenings, weekends, during events, and on-call hours.

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 the 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 and flexibility in their schedule

QUALIFICATIONS

- High school diploma or equivalent; some college preferred.
- Minimum of two years of 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 operating a forklift is required; forklift Train-the-Trainer certification is 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.

Salary and benefits:

- The salary range for this position is approx. \$55,500-\$70,000.

- Includes Health, Dental, and Vision Insurance, IMRF (Pension Plan), and PTO benefits.

If interested, please submit a resume to jobs@mchenrylibrary.org for consideration.