



FULL-TIME POSITION OPEN
FACILITIES MANAGER
(GRADE EK)

Basic Function:

Plans, directs, oversees and performs maintenance, repair, housekeeping, security and groundskeeping functions of the library system facilities and motor vehicle fleet. Supervises, schedules and manages maintenance and branch delivery workers, including employees and contract services. Serves as manager of properties owned and leased by the library and library properties leased to private individuals. May act as project manager/inspector for construction, expansion and/or remodeling of library facilities.

Distinguishing Features of the Class:

This classification performs supervisory and management tasks as the head of facilities maintenance services for the library system. The work involves responsibility for planning and administering the proper maintenance and repair of mechanical, electrical and plumbing systems within all library facilities. Supervision is exercised over subordinate Delivery Aides and Maintenance Workers. The work is performed with considerable independence and under the general direction of the Library Director. Responsibilities involve the planning, scheduling and supervising of the required work, including budget preparation and administration, and the selection, evaluation and discipline of subordinates.

Characteristic Duties and Responsibilities:

Selects, trains, supervises, schedules, and evaluates maintenance and delivery personnel for the library system.
Establishes and maintains an annual budget for cleaning, repairs, remodeling and renovations to buildings, and for maintenance and replacement of motor vehicles.
Selects and evaluates contract services, including but not limited to library security, contract cleaning, snow removal, landscape maintenance.
Selects and buys motor vehicles.
Develops and maintains a fire alarm, burglar alarm and key card security system for all library buildings.
Ensures compliance with OSHA regulations in all facilities.
Establishes and maintains a repair work order system and preventative maintenance schedules for buildings, grounds, furniture, equipment and vehicles.
Makes periodic inspections of buildings and equipment.
Writes project specifications and defines scope of project work for facilities repairs and improvements and for vehicle maintenance and replacement; secures bids and recommends contract awards.
Works with architects, engineers, contractors, specialists, library staff and administration, to define the details of various projects.
Maintains stock of repair parts and materials; initiates material, equipment and contract work purchase orders.
Performs electrical troubleshooting, repairs, and reinstallations.
Installs, removes or assembles bookshelves and other library equipment.
Manages and facilitates disposal of surplus equipment and library property.
Keeps informed of new materials, techniques and equipment related to the performance of duties.
Attends training and appropriate continuing education programs related to facilities and fleet management.
Acts as project manager/inspector for construction, expansion and/or remodeling of library facilities.
Serves as a member of the Library's Management Team.

Knowledge, Skills and Abilities:

Knowledge of the concepts, methods and techniques of building design, maintenance and construction; knowledge of effective methods of organizing and implementing a building, grounds and motor vehicle maintenance program; ability to plan, organize and direct the work of buildings and grounds staff; ability to prepare and administer maintenance department budgets; ability to use office productivity and communications software applications in a networked environment; ability to communicate effectively orally and in writing; ability to maintain good working relationships with management and subordinate staff, contractors, vendors and patrons; enthusiasm; resourcefulness; initiative; tact and courtesy; ability to work in a team environment; good judgment.

Education, Training and Experience:

Requires an associate's degree or completion of a technical specialty program or equivalent, and three to four years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
Requires a valid Ohio driver's license.

Supervisor: Director

Other:

Full time, 38 hours per week, Salary range: \$42,067 - \$68,451 depending on qualifications and experience. Must be available to be on call for emergencies during evenings and weekends. Responsible for the maintenance and upkeep of library properties and vehicles. Proven experience as facilities manager or relevant position. Must be well-versed in technical/engineering operations and facilities management best practices. Knowledge of basic accounting and finance principles; Good verbal and written communication skills; Good organizational and leadership skills; Excellent analytical/critical thinking skills. The Lorain Public Library System has a Main Library, five branches and a book truck, which serve a diverse population of over 135,000. Pre-employment physical required.

Closing Date for Applications: Open Until Filled

Apply To: Anastasia Diamond-Ortiz, Director, Lorain Public Library System, 351 Sixth Street, Lorain, OH 44052
If you have questions about this vacancy, please call us at 440- 244-1192 ext. 236 or go to our employment page at <http://www.lorainpubliclibrary.org/about-lpls/employment-opportunities>

