

**Joseph T. Simpson Public Library  
Facilities Manager Job Description  
Adopted May 9, 2017**

**Summary of Responsibilities**

Part time. Non-exempt. Daytime hours, primarily when the library is closed to the public. Manages and maintains smooth operation of the library building and grounds.

**Education**

Minimum requirement of high school diploma or GED.

**Immediate Supervisor**

Executive Director

**Essential Duties and Functions**

1. Evaluate and maintain the condition of the equipment including electrical, air conditioning, plumbing, security, and other equipment in and around the building to insure that all equipment is working properly.
2. Participate in the development of policies and procedures that affect the use of supplies and facilities.
3. Order supplies and materials.
4. Hire, supervise, and train custodial staff in the cleaning of the building. Insure satisfactory work output and proper use and care of the cleaning equipment. Complete annual performance evaluations and any necessary disciplinary actions with the custodial staff.
5. Insure the safety of the building from fire, flood, and other hazards through a safety committee, serving as Chairperson of the committee.
6. Serve as staff liaison to property committee.
7. Attend department head meetings.
8. Maintain file records and reports for all outside contractors.
9. Coordinate with and inform the library staff on work issues.
10. Complete daily cleaning tasks as needed during custodial absences or vacations.
11. Respond to after-hours building emergencies and security incidents.
12. Maintain routine daily, weekly, monthly, and annual equipment maintenance and inspection logs.
13. Contact and meet with contractors to obtain estimates for maintenance projects.
14. Perform other duties as assigned.

### **Required Knowledge, Skills, and Abilities**

1. Familiarity with and knowledge of relevant maintenance equipment and maintenance operations.
2. Ability to prioritize daily task list.
3. Ability to read and interpret instructions related to equipment repair and maintenance.
4. Ability to make independent decisions based on good business practices and library philosophy.
5. Ability to work independently with minimal supervision.
5. Effective communication skills.
6. Detail oriented.

### **Working Conditions and Physical Demands**

When completing daily tasks, the following working conditions and physical demands apply: Work regularly demands heavy physical effort in the handling of materials, boxes, carts, or equipment. Regularly lifts and carries books and materials weighing as much as 80 pounds. Regularly bends and reaches to change light bulbs. Work requires standing for extended periods of time and the ability to safely climb ladders.

### **Employment Clearances**

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearance that qualify the individual for employment as outlined in the library system's Employee Clearances policy.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.*