

## JOHNSON COUNTY PUBLIC LIBRARY

### POSITION DESCRIPTION

**TITLE:** Facilities Manager

**REPORTS TO:** Library Director

**SUPERVISES:** Maintenance Assistant, Courier and Janitorial Staff

**GENERAL SUMMARY:** I am responsible for day-to-day facilities management at all JCPL facilities to include four (4) library buildings, one (1) Administration building, one (1) storage barn, and one (1) Friends of Johnson County Library building. I perform routine maintenance and janitorial duties to provide clean, safe, and welcoming grounds and facilities for patrons and staff. I use appropriate equipment, products, and techniques to assist in the preservation of library assets. I serve as liaison with contractors providing direction and monitoring of the completion of preventive maintenance, cleaning and repair of facilities, equipment, and vehicles as needed.

### PRIMARY DUTIES AND RESPONSIBILITIES

- I create a courteous, welcoming environment based on *Here to Help* customer service principles to all internal and external customers
- I am responsible for the training and supervision of Maintenance Assistant, Courier and Janitorial Staff to ensure high-quality performance and safety practices
- I respond to maintenance requests and emergency issues in a timely manner, including outside of regular business hours if needed
- I assist in the preparation of the annual budget, justification of building expenditures, repairs, and replacements
- I analyze operating expenses and conduct cost/benefit analyses of services
- I am responsible for requesting quotes and making recommendations to the Director for services and maintenance contracts including, but not limited to landscaping, HVAC & boilers, building cleaning, carpet & furniture cleaning, snow removal, fire & security system testing & maintenance, fire extinguishers, and trash/recycling removal
- I maintain accurate records of maintenance work, inspections, and inventory
- I administer contracts related to facilities expenses
- I manage and submit all statements and billing to Finance monthly
- I set and monitor all energy controls for each facility including lights, thermostats, clocks, etc.
- I am responsible for general and contracted maintenance of exterior and interior grounds of all Library facilities
- I ensure compliance with safety standards, building codes, and accessibility requirements (ADA)
- I am responsible for inventory control including light bulbs, kitchen & bathroom supplies, cleaning supplies, and paper products
- I monitor and schedule vehicle maintenance
- I monitor and manage all HVAC units for proper functioning
- I am responsible for all levels of Facility operations, including hands-on tasks in high-demand situations

## **SECONDARY DUTIES AND RESPONSIBILITIES**

- I answer calls from the security and fire companies for all buildings, including after hours
- I assist with internal & external set up & tear down, if necessary, for meetings, special events, and displays
- I assist with courier job duties as needed
- I maintain all floor drains, faucets, toilet fixtures, and furniture to be in working condition
- I complete basic repairs as needed
- I prepare exterior facilities for winter weather to ensure proper working conditions
- I operate truck with snowplow as needed in a prompt and safe manner, including outside of business hours
- I remove snow and/or ice and salt library properties
- I participate in JCPL fairs and festival events
- I participate in JCPL committees and task forces
- I attend and participate in staff, branch, and system wide meetings
- I recycle cardboard, paper, cans, and plastics
- I perform other duties as assigned

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION AND/EXPERIENCE**

- High School Diploma with at least five (5) years relevant experience
- Working knowledge of office and facility management
- Prior supervisory or leadership experience is required
- Excellent problem-solving and organization skills
- Excellent communication and relationship building skills
- Demonstrated proficiency with basic computer skills, i.e. word processing, spreadsheet, ability to navigate the Internet

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Dedicated customer focus with internal and external customers; establish and maintain effective relationships with customers and gain their trust and respect
- Support the principles of equity, diversity, and inclusion as outlined in JCPL's Diversity Statement
- Demonstrate reliable attendance & punctuality, ensuring consistent support of daily operations
- Ability to work independently, handle multiple priorities, and meet deadlines
- Effective problem-solving, troubleshooting, organizational and time management skills
- Knowledge of OSHA or other safety regulations
- Demonstrated skill and knowledge in the safe operation of a wide range of maintenance equipment, including but not limited to:
  - Hand tools (wrenches, hammers, grips, saws, snips, etc.)
  - Power tools (drills, grinders, sanders, saws, powered wrenches, etc.)
  - Material handling equipment (dollies, carts) and ladders
  - Exterior power equipment (mowers, leaf blowers, trimmers, etc.)

## **DRIVING RESPONSIBILITIES**

- Required verification of valid driver's license and proof of insurability as assignments include regular travel
- Ability to safely operate truck with snowplow and snow removal equipment
- Maintain safe, defensive driving techniques to ensure safety
- Reliable transportation
- Frequent travel between the 5 physical locations. (mileage reimbursement provided)

## **WORKING CONDITIONS & PHYSICAL DEMANDS**

- Flexible hours, including evenings, weekends, and on-call response for emergencies
- Work is performed primarily within a public library environment with frequent interaction with staff and patrons
- Moderate exposure to office/maintenance chemicals (cleaning solutions, glue, paint, dust, etc.)
- Duties include both indoor and outdoor work, with exposure to a variety of weather conditions and temperatures
- Ability to stand, walk, bend, kneel, crouch, and climb for extended periods
- Frequent climbing, balancing or stooping, kneeling, crouching, or crawling
- Frequent & repetitive lifting, carrying, pushing, and pulling of equipment and materials (typically up to 50 pounds or more)
- Use of ladders, tools, and maintenance
- Specific vision abilities include inspecting equipment, reading manuals, and identifying maintenance issues
- Ability to respond quickly to emergencies and navigate all areas of library property

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

*\*Although employment with the Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*