
Job Description

Dr. Samuel L. Bossard Memorial Library/Gallia County District Library

Position Title: **Facilities and Grounds Manager**
Position Type: Non-Exempt
Reports to: Library Director
Supervises: Custodial/Maintenance Assistant(s)
Schedule: Flexible scheduling, including day, evening, and weekend hours

General Summary

Under limited supervision of the Library Director, the Facilities and Grounds Manager ensures that the physical facilities, grounds, and vehicles owned by the Library support the delivery of responsive community service, and are adequate, safe, and hospitable for customers and staff. This position manages the staff and operations of the custodial/maintenance department, participates in the planning and construction of new facilities, as well as renovations of existing facilities. The Facilities and Grounds Manager manages the daily maintenance of all facilities, maintenance of all library vehicles, and assists the Library Director in the management of the safety program, including Library security.

Essential Functions and Responsibilities

- Coordinates and directs day-to-day operations of the maintenance work area(s), which includes determining needed repairs and improvements, establishing project priorities and assigning work tasks, and scheduling work to most effectively meet facility needs.
- Establishes and follows maintenance protocols for the building and grounds using daily, monthly, quarterly, and annual schedules.
- Maintains routine daily, weekly, monthly, and annual equipment maintenance and inspection logs.
- Supervises the maintenance staff by providing training and development, monitoring and evaluating work performance, assists the Library Director with the interviewing and hiring of adequate maintenance staff, disciplines staff as necessary, and develops and implements monthly maintenance staff work schedule.
- Responds to building and grounds emergencies, sometimes outside of regularly scheduled work hours.
- Performs opening and closing procedures, as applicable.
- With approval of the Library Director, obtains quotes from contractors and arranges for work to be performed, supervises productivity of contractor, and reviews completed work to assure work was completed according to the contract/agreement.
- Documents departmental activity through preparation of various reports, work orders, and maintenance schedules.
- Maintains thorough department records and adheres to Library's Records Retention Policy.
- Assists the Library Director in the preparation, implementation, and monitoring of the departmental budget.
- Participates with the Library Director in long-range planning and establishing priorities for facilities maintenance, repairs and improvements, including planning and implementation of capital projects.

- Confers with architects, engineers, contractors, the Library Director, and other staff regarding capital projects and maintenance projects through conversation, progress reports, work evaluations, site meetings, site walk-throughs, and project detailed reports.
- Performs preventive and corrective maintenance (repairs) on all library-owned buildings, vehicles, and equipment.
- Performs carpentry, plumbing, painting, electrical, and repair work of average difficulty and recognizes when a higher level of expertise is needed.
- Performs custodial work, including, but not limited to, those duties and responsibilities required of the Custodial Maintenance Assistant.
- Maintains order and cleanliness of work area(s), including storage area, with a focus on cleanliness and safety.
- Reviews and analyzes project specifications, blueprints, and drawings, including as-built drawings.
- Develops and maintains inventory of spare and repair parts, materials, tools, and custodial supplies.
- Supervises and directs various seasonal projects such as roofing maintenance and repairs, parking lot repairs, and HVAC maintenance.
- Plans, directs and schedules snow and ice removal and ensures adequate supplies of salt and ice melt are stocked.
- Coordinates and supervises the moving of materials and/or furnishings involved in all relocation, storage, and program setup.
- Serves as liaison with outside agencies and/or vendors at the request of the Library Director.
- Oversees the operation of electrical, HVAC, and plumbing systems, as well as the physical maintenance of facilities.
- Attends and participates in outside meetings related to safety and facilities services.
- Stays abreast of new trends in facilities, grounds, and vehicle management.
- Consistently presents Bossard Memorial Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.
- Develops a positive working relationship with the Library's building maintenance service providers.
- Complies with the established rules of operation, procedures, and policies when using Library computers, peripheral hardware, and software.
- Maintains confidentiality related to the area of work.
- Participates in Library-sponsored events, as directed and/or requested.
- Actively supports Library goals and objectives as adopted by Library Administration and the Library Board of Trustees.
- Adhering to the proper chain of command, support and enforce all library policies, OSHA/PERPP regulations, health and safety regulations and guidelines.
- Reports interpersonal conflicts to Library Director for a positive resolution (follows chain of command).
- Participates in continuing education opportunities, as required and approved by the Library Director.
- Attends staff meetings, as required.
- Serves on Library planning committees, as requested.
- Performs other related duties as assigned and required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of methods and techniques of buildings and grounds maintenance including program organization and implementation methods of HVAC, electronics, plumbing and electrical systems.
- Working knowledge and skill of carpentry, metal work, plumbing, electrical work, cement work, landscaping, painting, as well as basic principles of air conditioning and heating (HVAC systems).
- Knowledge of standard safety rules, including fire prevention.
- Ability to provide own transportation to work, as required.
- Knowledge of preventive maintenance procedures.
- Knowledge of OSHA and ADA safety regulations, state safety regulations, and environmental policies affecting facilities maintenance.
- Ability to read and understand schematics, comprehend blueprints and drawing specifications, including as-built drawings.
- Ability to prepare materials estimates from job specifications, work orders, and blueprints.
- Ability to work in high spaces (including top-of-roof of facilities).
- Ability to determine proper tools to use in performance of the job and safely operate various maintenance equipment and tools, including various hand-held power tools, welding equipment, lawn equipment, grounds maintenance equipment, snow removal equipment, etc.
- Strong supervisory skills for delegating project and task responsibilities, monitoring and evaluating work performance, and maintaining an effective, trained work staff.
- Ability to assist with the development and implementation of departmental budgets.
- Ability to train maintenance staff in correct maintenance procedures, tool and equipment use, and safety issues.
- Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic fashion.
- Ability to work under minimum supervision.
- Ability to apply advanced organizational, problem solving, and analytical skills.
- Ability to recognize emergency situations and act accordingly.
- Ability to apply sound judgment, resolve problems, and make effective decisions.
- Skill in organizing and prioritizing multiple tasks.
- Skill in exercising an advanced level of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.
- Ability to follow emergency procedures to provide security for the Library's patrons and staff.
- Ability to establish and maintain effective working relationships with fellow staff members, vendors, government personnel, and other service providers.
- Ability to read, write, and speak English and communicate effectively and respectfully in both oral and written forms, with Library staff, patrons, vendors, and contractors.
- Must follow all Library policies, procedures, and guidelines.
- Must model good work habits for others (i.e., limits personal phone calls while on duty; is punctual for work).

- Must be able to work a flexible schedule, including being available for emergency call-ins during off-time.
- Ability to use the phone and basic office equipment.
- Ability to effectively use a computer for report processing, research, email, and internet usage.

Physical Requirements / Work Environment

- Ability to work at a desk and sit in a chair at a computer while researching, documenting, and preparing reports, and performing office-related tasks.
- Work regularly demands heavy physical effort in the handling of materials, boxes, carts, or equipment.
- Regular contact is made with employees, vendors, outside building maintenance services personnel, and the general public.
- Work requires frequent heavy lifting of up to 50 pounds and occasional lifting of up to 100 pounds, ability to move/push/pull up to 100 pounds of weight, and other strenuous physical activities.
- Frequent sustained operation of building and custodial equipment required (including heavy equipment and materials).
- Work includes exposure to chemicals and vapors, debris and dust, hazardous waste products, unpleasant noises, messes, odors, heat and cold, and other uncomfortable conditions.
- Use of cleaning chemicals, repair tools, custodial and other equipment and materials, as required.
- Use of computer and other office equipment, as required.
- Indoor and outdoor work environment in a variety of temperatures and weather conditions.
- Must be able to frequently perform repeated reaching, bending, squatting, stooping, and working from elevated levels (including roof-top levels) and work in confined spaces, as necessary.
- Must be able to safely climb on ladders and use lift equipment to reach roof-level heights.
- Will be required to walk or stand for extended periods of time.

Education, Experience, and Training

Minimum Qualifications:

- High School Diploma or equivalent required, preferably supplemented by vocational, technical, or trade school training in building trades and considerable experience in general building maintenance and repair; **OR**
- Any equivalent combination of acceptable education and experience providing the knowledge, abilities, and duties as outlined in this job description.

License, Certification, and other Requirements

- A valid, state-issued driver's license and safe driving record is required to operate the library-owned vehicle.
- Must have access to a vehicle.
- Must pass successful background check.

(as approved by the Library Board of Trustees, May 2024)

