

McHenry Public Library Job Description

Job Title:	Building Services Manager		
Reports To:	Executive Director	Date Created:	April 18, 2015
Status:	Full-time, Exempt	Date Revised:	August 6, 2018

Summary:

Responsible for the upkeep and preventative maintenance of manual and automated building control systems, appearance of internal and external library facilities, as well as management of staff and/or contractors providing services to the building and grounds. This position works closely with all library departments to promote a safe, secure, positive and supportive work environment, while planning and prioritizing departmental schedules for routine and emergency maintenance by staff and/or contractors.

Essential Duties and Responsibilities:

- Hires, trains, assigns tasks to and evaluates Building Services Department staff.
- Manages the library's physical facilities to ensure a safe, secure and aesthetically pleasing environment for staff and patrons, both inside and out.
- Monitors and maintains the operating efficiency of the HVAC, electrical, roof and plumbing systems, and coordinates needed service and/or repairs.
- Coordinates bids from contractors or vendors for building maintenance, repairs and replacements needed both internally and externally. Schedules and supervises contract work as needed.
- Develops and maintains cleaning and maintenance schedules for all public and staff areas, including grounds.
- Coordinates the purchase, repair, and/or replacement of maintenance equipment and vehicles as needed.
- Responsible for Meeting Room setups, and prepares weekly setup calendar using specialized software.
- Maintains departmental internal website (intranet) using Google Sites.
- Maintains departmental online ticketing system for work orders.
- Maintains library/office furnishings, including assembly and repairs as needed.
- Prepares and manages departmental budget.
- Develops monthly reports for administrative staff and library Board of Trustees.
- Evaluates and makes proposals for potential cost reductions/avoidances where applicable.
- Other duties as assigned by management.

Supervisory Responsibilities

Supervises Building Services Department staff.

Qualifications

- High school diploma or equivalent; some college preferred.
- Minimum of two years' experience supervising a maintenance staff.
- At least four years of facility maintenance experience, not including supervisory experience.
- Proficient with Microsoft Office Suite (Word, Excel).
- Working knowledge of Google Drive/Google Sites preferred.
- Working knowledge of Turbo CAD software preferred.
- Ability to read and interpret architectural/mechanical drawings
- Working knowledge of various trades including roofing, plumbing, painting, HVAC and electrical systems.
- Knowledge and application of cleaning solutions and equipment for flooring, walls and ceilings.
- Ability to climb interior and exterior ladders to perform general maintenance.
- Valid IL driver's license required with an acceptable MVR; CDL a plus.
- Experience operating a forklift required; forklift Train-the-Trainer certification preferred, but library will provide such training.
- Able to drive a pickup truck, sometimes with plow and salt spreader attached.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 50 pounds, push carts up to 125 pounds, and needs the mobility to get in and out of building equipment and/or vehicles.

Work Environment

The noise level in the work environment is usually moderate, but some equipment and work can be loud – ear protection is provided.