



Flint Public Library

LEARN FOR LIFE

POSITION DESCRIPTION

FACILITIES MANAGER

Reports to: Director of Finance, HR & Facilities
Range: Non-Union, range \$53,750-\$62,500
52-week position, 40 hours per week
Works with: Outside vendors for maintenance, custodial, building repairs
Internal personnel public service, management

Summary: The Facilities Manager is accountable for the total maintenance and upkeep of the library facility including the grounds and parking lot. The position is answerable for all safety and related items at the library facility.

Duties

1. Establishes and maintains routine maintenance programs for all HVAC, mechanical, electrical systems and water conditioning systems for the renovated library building. Reviews all training materials provided by contractors, acts as trainer for all other staff and outside contractors on building systems.
2. Manages relationship with outside custodial and grounds maintenance contractors; ensures all contractual obligations are met and work meets Library standards.
3. Manages a preventative maintenance program within the confines of an annual budget. This includes all heating, air conditioning and maintenance and repair of buildings and equipment. Works in conjunction with Director of Finance, HR & Facilities in developing budgets for facility maintenance and long term replacement plans.
4. Maintains the plans for fire evacuations and disaster response with public service staff. Serves as the facility emergency response coordinator.
5. Oversees relationship with alarm companies. Responsible for all keying systems and card access systems.
6. Coordinates the environmental health and safety program as needed.
7. Oversees hazardous waste disposal, recycling and works with staff on disposal of equipment, furniture and other materials per Library procedures.
8. Maintains up to date records for all state, federal and insurance semiannual and annual inspections.
9. Works as a resource for staff on the facility, room set ups, vendors, emergency plans.
10. Responsible for supply inventory for paper custodial supplies and maintenance supplies.
11. Aids in hospitality setup for meetings as needed, i.e. working with custodians for room setups, working with public service for room access and indoor/outdoor events.
12. Performs other duties as requested.

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Qualifications and Job Requirements

1. This job requires a Bachelor' Degree, preferably in Business Administration, Operations Management or similar and/or equivalent experience.
2. Certification and/or recent training in regulations of OSHA and MI OSHA; willingness for additional training as needed (employer paid).
3. Three to five years of progressive work experience with a demonstrated commitment to excellent customer service and creating a welcoming environment for diverse populations. Supervisory experience preferred.
4. Relevant experience managing departmental budgets.
5. Computer skills to effectively utilize library and business applications as well as a variety of other digital media platforms, and a demonstrated ability to self-learn new digital skills.
6. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences while conveying enthusiasm and passion for the work and resources of the library.
7. Ability to travel between related places of business as needed.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to work in situations with multiple deadlines while working with formal and informal leaders across internal library departments and/or external agencies using project management and relationship building skills.
10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 50 pounds.

Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise; there may be some outdoor work.
2. May include out of county or out of state travel for meetings and conferences.
3. Work hours may be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.
5. May include work in various weather conditions as required.
6. Includes emergency response for alarm calls and building emergencies; position will be first contact for all emergencies related to building.

Compensation Package

Salary range: \$53,750 - \$62,500 degree/experience

Work hours: 2080 per year, average workweek 40 hours Monday through Friday, some Saturday and Sunday hours may be required with schedule adjustment allowed.

Benefits:

- Defined benefit pension plan, 10 year vesting multiplier of 1.5%, 5 year highest salary average
- Employee funded 457 Plan
- Health Care Savings Plan employer contribution after 5 years of employment 100% vested upon entrance into plan.
- Health, Dental & Vision – library pays 80% of premium, employee pays 20% coverage available for full family
- Employer paid life insurance and long term disability
- Additional employee paid insurance provided through AFLAC
- Paid Vacation days range from 10 days per year to 20 days per year dependent upon seniority, 50% of days awarded semiannually (January 1, July 1)
- Paid Sick days 96 hours awarded annually, unused carry forward
- Paid Personal days 16 hours awarded annually, unused added to sick day accrual
- Paid Floating holidays 16 hours awarded annually
- Paid Holidays 14 days

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

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