



# Flint Public Library

LEARN FOR LIFE

February 2022

## POSITION POSTING

### FACILITIES MANAGER

The Flint Public Library is looking for an energetic and organized individual with excellent project management skills to work as a member of the administrative team overseeing the library facility. In addition to excellent customer service skills, the best candidate will be able to demonstrate knowledge and experience in the following areas:

- Demonstrated knowledge and training in MIOSHA and OSHA regulations, certification preferred
- Demonstrated knowledge of HVAC systems, electrical systems and plumbing
- Effective communication and project management skills to work with multiple vendors and individuals
- Ability to work in emergency situations with a calm, professional demeanor
- Be available to work a flexible schedule that will require evenings and weekends; be on call for emergency situations

The Flint Public Library ([www.fpl.info](http://www.fpl.info)) is located on the campus of the Flint Cultural Center ([www.fcccorp.org](http://www.fcccorp.org)) which includes the Flint Institute of Arts, Flint Institute of Music, the Whiting, the Sloan Museum and Buick Gallery, Longway Planetarium and Flint Repertory Theater. This is a unique juxtaposition of arts and educational organizations that makes possible wonderful collaborations. The Library hosts over 600 visitors per day. Our programming has been nationally recognized with a 2004 National Medal for Museum and Library Service and we were a finalist for the award in 2019 for our literacy programming. Flint Public Library serves the 80,000 residents of Flint, Michigan from a large main library building.

The Library is in the final stages of a \$30.6 million renovation to the main library building; planned reopening in April 2022. This renovation includes all new HVAC, plumbing, electrical and water systems. We have expanded the interior space by 15,000 square feet by relocating walls and consolidating staff to the lower level of the building. This has allowed the library to add study rooms and other spaces previously unavailable. Please visit <https://yournewfpl.org/> to see the progress and view the fly through video of the likely renovations. The position of Facility Manager will be critical in establishing systems and maintaining this gorgeous renovated beauty for the public for the next 60 years.

**COMPENSATION AND BENEFITS:**

This is a full time position with a salary range of \$53,750 - \$62,500 for a degreed and or experienced individual. The work hours are 2080 per year with an average workweek of 40 hours Monday through Friday, some Saturday and Sunday hours may be required with schedule adjustment allowed.

Additional Benefits include:

- 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
- Professional training as required to maintain OSHA and MI OSHA standards

Come join our team! Be part of the team that begins a new era in the newly renovated Flint Public Library building!

TO APPLY FOR THIS POSITION - EMAIL ONLY, NO PHONE CALLS.

Prepare a one page summary of your qualifications for this position in addition to sending your resume. If certified in MIOSHA, OSHA please scan and attach the documentation to your resume.

Send materials to:

[jobposting@fpl.info](mailto:jobposting@fpl.info)

DEADLINE FOR APPLICATIONS: Position open until filled.

Position and job description are posted at: <https://fpl.info/about-us/opportunities/employment/>