



EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking a professional and resourceful Facility Services Department Head. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a Class 5 library serving a community of 44,253 residents. There is strong community support for the Library and the collections, programs and services offered. The Library is a member of The Library Network cooperative.

POSITION TITLE: Department Head, Facility Services (Building and Grounds)

DEPARTMENT: Facility Services, Reporting to the Director

HOURS:

Full-time, 37.50 hours per week including nights and weekends on a flexible basis. Must be flexible to address special projects and supervision of evening and weekend employees and on call to answer emergency calls regarding building, grounds, and security.

WAGE & BENEFITS:

\$66,519.96 - \$91,269.39, \$34.11 - \$46.81 per hour. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Defined contribution retirement plan and retiree health savings plan offered. Eligible for Deferred Compensation and other voluntary benefits. Employee Assistance Program. Opportunity to participate in professional development.

RESPONSIBILITIES:

DIRECT PUBLIC SERVICE:

- Supervises Facility Services staff of one full-time Maintenance Assistant, two part-time Maintenance Assistants, and two part-time Monitor positions.
- Schedules staff to cover 7-day, 68.5 open public hours per week
- Acts as role model to create positive, service-orientated professional environment for staff and public
- Coordinates contracted building and grounds maintenance services
- Performs deliveries and errands
- Oversees meeting room set-up

INDIRECT PUBLIC SERVICE:

- Oversees building security
- Oversees heating and cooling system
- Performs direct maintenance, repair, and custom projects
- Plans, designs, prioritizes, and coordinates special projects related to facilities and grounds improvement, repair, and maintenance
- Coordinates and participates in inspections of facility and equipment with state and local safety officials and takes corrective action as needed
- Implements schedules for preventive maintenance, equipment replacement and major projects
- Assists in the development and implementation of library policies and procedures
- Maintains knowledge of state-of-the art technologies and trends

- Seeks opportunities for professional growth and development
- Maintains and organizes inventory of maintenance and custodial supplies
- Collects and reports statistics
- Uses current library technologies
- On call to address emergencies
- Responds to power outages, including on off-duty time; analyzes systems; makes repairs and takes corrective action.

DUTIES MAY INCLUDE:

- Attend a meeting of department heads with Library Director
- Communicate department policies and policy changes to staff among department
- Send monthly department information for staff newsletter
- Review work orders, follow up with requesting staff, and delegate to department staff
- Prepare schedule for department staff
- Interview three candidates for maintenance assistant position
- Confer with department staff on training needs
- Coach new employee on guidelines for meeting room safety
- Prepare and review with a new employee the end-of-orientation performance appraisal
- Review department goals with staff
- Prepare statistical chart for annual report
- Make purchase requests on behalf of the department to the Friends of the Library or the general wish list
- Meet with Friends of the Library committee to review upcoming book sale set up
- Participate in Trustees' building and grounds committee meeting
- Review budget and monitor the current budget for necessary adjustments
- Obtain quotes for project to submit for budget consideration
- Review, verify and approve invoices
- Recommend changes in policy to the Library Director
- Update Library Director regarding repair projects
- Call HVAC contractor with urgent repair requirement
- Supervise contractor repair of ceiling
- Meet with vendor for maintenance supplies to investigate better pricing
- Respond to call from security company at 2 am
- Walk grounds to pick up trash and identify needed maintenance
- Remove trash from building
- Replace drain plug on roof
- Clean up vomit in public area
- Clear snow from sidewalks
- Install bulletin board in staff lounge
- Review blueprints to investigate problem with flooding and drainage
- Solve problem with lack of heat in very specific building locations
- Troubleshoot problem with card access system

REQUIREMENTS:

MINIMUM:

- Associate Degree
- 3 years' experience in facilities management and supervision of staff, including HVAC technology
- 3 years' experience in maintenance and repair
- Able to lift, push or pull 50 pounds

- Reliable transportation required (mileage for deliveries reimbursed) and valid Michigan driver's license
- Desire to serve the public in a positive manner

DESIRED:

- Bachelor's degree or higher degree in related field
- Boiler and/or HVAC certification
- Public library work experience
- Knowledge of Card Access and Security Systems

APPLICATION: Due Sunday, September 25

Must include:

- resume
- cover letter
- completed library application form

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
Phone: (248) 642-5800
Email: careers@btpl.org
Fax: (248) 258-2555

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words
to spark discovery and imagination.
For more information about the Library, visit our website: www.btpl.org*