

Buildings and Facilities Manager

Title: Building Manager

Grade: Management

Immediate Supervisor: Executive Director

Basic Function:

The individual in this position serves as a working Manager. Performs a variety of technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the maintenance and care of the library's buildings and grounds; including current and future holdings, and in accordance with the Library's mission and core values. May assist or act as project manager/inspector for construction, expansion and/or remodeling of library facilities. The Facilities Manager is expected to provide a clean and safe environment for the public and staff and to meet all required federal, state and local guidelines and regulations impacting such operations. Also performs duties specific to subordinates, including cleaning, repairs, and hands-on general building, maintenance and technical tasks.

Distinguishing Features of the Class:

This classification is responsible for the management of buildings and grounds operations. This classification plans, schedules and directs the work of the staff engaged in maintenance, safety and security activities and in the care and cleaning of the buildings, grounds, parking areas and upkeep of any maintenance equipment and library vehicles. Supervision is exercised over subordinate custodians, delivery services and maintenance workers. The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature, as well as hands-on maintenance. Duties include direct contact with outside agencies. Direction is received from the Executive Director and in accordance with the Board's philosophy and direction. Work includes conferring with supervisory and administrative staff in determining space, layout, and physical plant needs and improvements.

Characteristic Duties and Responsibilities:

Supervises the custodial/maintenance staff; trains and delegates assignments to subordinates, evaluates their performance, and recommends personnel actions. Assists in the interview process and makes recommendations of such when requested by Director.

BUILDING MANAGER
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Determines if janitorial, maintenance and security services are adequate, and makes recommendations to the Director, if repair work or changes in procedures are needed; develops specifications for supplies and services.

Routinely monitors all facility heating, cooling, fire suppression, elevator, electrical, plumbing and security systems of the facilities.

Maintains and/or oversees maintenance of such by contractual arrangements to insure that they are always in proper working condition and up to applicable federal, state and local standards including OSHA compliance; works with appropriate persons/agencies and Library administrators to resolve any problems arising from contractor non-performance.

Provides for the safety of the building, its users and the staff thru compulsory compliance with established policies and procedures, monitoring potential safety/liability problems and implementing warranted changes.

Maintains contractor files and building documentation, using an electronic format when practical.

Routinely schedules necessary inspections and addresses necessary repairs.

Develops and monitors annual materials/supplies and contracted services budget for the purpose of maintaining the facilities and grounds properly.

Assists in establishing, then maintaining, an annual budget for cleaning, repairs, remodeling and renovations to buildings and for the maintenance and replacement of motor vehicles and equipment.

Prepares analysis of operating expenses and other analyses essential to management of the premises and justifies building expenditures as needed.

Assists in defining scope of project work for facilities repairs and improvements; may be directed to secure bids and recommend contract awards.

Directs/prepares the requisition, receipt, and distribution of building supplies/equipment purchases in accordance with established procedures.

Participates in the negotiations of contractual building and assigned services and monitors contract performance.

Is responsible for maintaining a safe environment in all weather conditions; is responsible for contracting/overseeing snow removal, lawn/yard maintenance etc.

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Organizes and maintains a tool and supplies inventory for the proper maintenance of the facilities and equipment; as well as compliance with appropriate regulations governing cleaning and maintenance supplies.

Assists/directs set-up and take-down of equipment and furniture for programs and events as needed.

Assists/directs custodial/delivery/maintenance staff in receiving large/heavy materials/equipment shipments.

May assist in developing short-range and long-range plans, determining relative internal policies and procedures, and coordinating the development of future plans for physical plants if requested.

Devises and coordinates MPL Disaster and Emergency Plan for all facilities; works with Human Resources to communicate and train staff to respond to such emergencies.

Attends meetings as required; participates in continuing education programs and conferences to keep informed of current trends, issues, materials, techniques, equipment and methods related to the assigned area of responsibility.

May be assigned to attend/participate in special committees or meetings.

Serves as a member of the Library's Management Team and participates in projects as assigned.

Performs other similar and related duties as directed by the Director not requiring materially different qualifications from those herein described and is available on-call, as needed, in addition to working a regular schedule.

Knowledge, Skills and Abilities:

Considerable knowledge of relative trade principles, methods, techniques and procedures in the care and maintenance of public buildings and spaces.

Knowledge of state, federal, local requirements, regulations and procedures governing leases, contracts, services and equipment.

Ability to meet deadlines, to prioritize workflow and work independently.

Ability to lead, motivate, plan and supervise the work of others.

Ability to estimate material and equipment necessary for varied maintenance and repair jobs.

Ability to use office productivity and communications software applications in a computerized, networked environment, to keep legible records and make periodic reports.

Ability to read, interpret and draw sketches, penciled layouts and blueprints.

Ability to recognize safety and security hazards and correct or eliminate them.

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Tact and courtesy.
Enthusiasm, resourcefulness and initiative.
Ability to work productively in a team environment.
Ability to speak effectively in public.
Good professional judgment.
Ability to meet physical demands of job including heavy lifting and moving, exposure to elements, repetitive motions including bending, stretching and lifting.
Dependability; ability to work flexible schedule including evenings, weekends and on-call hours.

Education, Training and Experience:

Requires an associate's degree or completion of a relative technical specialty program or equivalent. Three to four years of professional or technical experience in large-scale building management, involving responsibility for building and equipment maintenance, safety and security, purchase of supplies and accountability; personnel supervision. Design, bid, build experience preferred.

Requires a valid Ohio driver's license. Due to the physical exertion required to perform the essential duties of this job, may require a pre-employment medical exam through a medical provider contracted by the Library.

The intent of this summary is to characterize the typical duties and responsibilities that will be required of individual positions assigned to this classification and should not be construed as representing the specific duties and responsibilities of any particular position. Employees may be expected to perform other related duties specific to their area not reflected in this class summary.

I have read this job description and discussed it with my Manager. I am familiar with and capable of performing the basic requirements of this position.

Employee

Date

Manager/Supervisor

Date