

Facilities and Maintenance Manager

(Custodian/Maintenance/Grounds/Facilities)

Part Time Position

Job Description

The Lone Cone Library District in Norwood is seeking a detail oriented, self motivated person to fill the Facilities and Maintenance Manager position. This person will play an important role in helping maintain the library's high level of cleanliness, manage other staff to accomplish the upkeep needs of the grounds and facilities, and coordinate the appropriate subcontractors for the larger needs.

Candidates must be able to work before or after library business hours, clean quickly and efficiently, oversee other people, work with the director for budgetary guidelines of necessary upkeep, and perform maintenance duties as needed.

If interested, please email a cover letter, application, and resume to the Office Manager, Kendal Smith at officemanager@loneconelibrary.org by April 15, 2024.

Schedule and Salary:

Part Time Position, around 15 to 20 hours per week. Must be able to work a flexible schedule that includes days, evenings and weekends. Must be able to perform tasks outside of Library operating hours in evenings or early mornings. There is potential for growth in this position.

This position's hiring range is between \$20 and \$25 per hour, depending on experience.

Education requirements:

High School Diploma/GED Preferred

Required skills:

- Enjoy working independently
- Very Trustworthy
- Able to manage others
- Proficient with property maintenance, cleaning, and facilities repairs
- Technology proficient- emails, creating documents, phone apps, etc.
- High level attention to detail
- Able to multitask

- Organized
- Self- starter
- Ability to self-monitor and set personal goals
- Ability to work independently and as part of a team
- Strong work ethic
- Punctuality

Typical Duties of the Facilities and Maintenance Maintenance:

Administrative 5%

- Notice maintenance needs or issues within the building and determine the best course of action for repairs.
- Anticipate upcoming maintenance needs and communicate cost estimates with the Director so that they can be included in the budget.
- Anticipate staffing needs and communicate with the Director so that they can be included in the budget.
- Coordinate with any needed subcontractors to complete work on site with the least amount of interruption to services.
- Manage Volunteers with Court Appointed hours

Janitorial 40%

- Clean all surfaces with appropriate cleaning products.
- Clean bathrooms in a safe and antiseptic manner and polish stainless steel.
- Clean all interior windows, door glass and mirror.
- Empty all trash bins and recyclable materials to the outside dumpster.
- Vacuum all carpets.
- Dust mop multipurpose rooms and concrete floors.
- Mop bathroom floors.
- Basic weekly dusting, including window sills. Deep dusting when time allows.
- Remove cobwebs from ducting, upper windows and light fixtures as needed.
- Clean kitchen counters, sink and floors as needed.
- Secure building upon completion of duties if after hours.
- Grout deep clean at least yearly.
- Inform Office Manager as supplies get low and submit a purchase order.
- Any and all conflicts or problems that arise must be deferred immediately to the Director and handled at their discretion.
- Complete all tasks as assigned in a professional and detailed manner.

Grounds 40%

- Managing other staff to accomplish all of the tasks necessary for upkeep
- Outdoor building and grounds maintenance - raking, shoveling snow, sweeping walls of the building, weeding, empty trash and dog waste stations, occasional lawn watering, mowing and weed whacking.
- Take recycling and boxes to the transfer station as needed.

Tools & Technology 5%

- Tools used in this occupation: Ladders (extension ladders; step ladders; step stools), lawnmower, weed whacker, snowblower, general maintenance tools (screwdrivers, wrenches, etc.)
- Technology used in this occupation: Office Suite software, email, phone, Quickbooks Time/Workforce, Slack
- One required staff meeting monthly

Working Environment:

Work is performed inside and outside of a public library, in all types of weather. There will be times this person will need to interface with the public as well as other staff, but primarily they will be performing duties independently when the library is closed to the public.

Physical Requirements:

To successfully perform the physical demands of this job, the employee is required to stand, walk, reach with arms and hands, climb or balance, to stoop or kneel, use equipment of a wide variety of sizes and shapes throughout the library grounds, able to lift at least 50 pounds in order to appropriately clean and maintain the facilities of the library. The employee must have close visual acuity with or without correction to be able to perform the necessary repairs. They must have the ability to give and receive detailed information through oral, written or visual communication in a way that others can understand. The employee must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or communication barriers to perform the essential functions.

Compliance/Other:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.

As an Equal Opportunity Employer, the Lone Cone Library District does not discriminate on the basis of age, race, sex, color, religion, national origin, gender expression, gender identity, disability, or any other status protected by federal, state and/or local law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director at director@loneconelibrary.org.