



## Facility Manager

### **Nature of Work**

This position is responsible for the maintenance of the Library's building and grounds. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

### **Organizational Status**

The Facility Manager reports to the Library Director.

### **Essential Functions and Responsibilities of the Position**

- Cooperates as a team member to fulfill the library's following mission: "To provide to all those who live, work, own a business, or attend school in Morgan County, Alabama access to resources to fulfill their informational, educational, cultural, recreational needs, and interests."
- Duties include, but not limited to, inspections, preventative maintenance, repairs, and routine surveys of building infrastructure as well as furnishings, including walls, ceilings, doors, windows, floors, hardware, and roof.
- Responsible for maintenance of the HVAC, fire alarms, sprinkler system as well as other building and grounds equipment
- Performs minor building maintenance to include painting, patching, minor electrical work, and other projects as needed
- Monitors the facility and alerts the Director to maintenance issues; assists in maintenance as assigned
- Maintains the overall cleanliness of the library entrances, facility, and grounds to ensure a clean and safe environment for staff and patrons; this involves mopping, sweeping, dusting, vacuuming, picking up debris, pressure washing, pest control, and other procedures as necessary
- Ensures the safety of sidewalks and parking lots in icy weather.
- Performs routine maintenance on mechanical systems as assigned
- Changes filters, light bulbs, and ballasts as required
- Assists in preparing bid specifications for supplies and contracted maintenance for building services as necessary.
- Oversees construction and repairs by outside agencies, attends on-site meetings, inspects, and reports to Director.
- Schedules library vehicle maintenance as needed; cleans interior and exterior of vehicle; fuels vehicle
- Performs courier duties when assigned which includes carrying, moving, and transporting large crates of library materials to various locations as well as delivering outgoing mail to the post office
- Set up, breaks down, and stores tables, chairs, and various other library equipment as required
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team member



### **Additional Examples of Work Performed**

- Participates in special projects and performs other duties as assigned

### **Knowledge, Skills, and Abilities Required**

- Possess the temperament and good judgement necessary to establish and maintain effective working relationships with other employees, supervisors, and the public, some of whom may be irate or unreasonable
- Ability to understand and carry out oral and written instructions and posted schedules
- Ability to work evenings and weekends as needed
- Must possess the appropriate knowledge and ability to be able to drive the Library vehicle throughout the county
- Ability to climb ladders and access roof mounted systems
- Knowledge and ability to operate janitorial equipment
- Knowledge of common practices, methods and materials used in facilities maintenance
- Knowledge of computer controlled heating and cooling systems, cleaning supplies, and minor repair equipment
- Ability to comprehend and follow the Library's policies and procedures
- Possess the physical and mental ability to work independently to the extent appropriate to the position
- Ability to perform manual labor for extended periods of time under adverse weather conditions
- Must possess a reputation of honesty, integrity, and reliability
- Must have the desire and ability to serve the public with friendliness, tact, and diplomacy

### **Minimum Education, Training, and Experience Required**

- High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required
- Prior experience performing facilities maintenance and manual work
- Prior experience using hand tools, mechanical tools, and equipment assigned

### **Working Environment**

Work is performed both inside and outside and exposes the incumbent to adverse weather conditions; temperature extremes; and hazards associated with driving in traffic and working around cleaning equipment. Work also exposes the employee to disgruntled patrons, natural disasters, and chemicals. Protective equipment may be required such as coveralls and gloves.



### **Physical Requirements**

Must possess the ability to sit, stand, stoop, stretch, climb, lift, reach, carry, and transport library equipment and other related materials from shelves and storage locations generally not exceeding 50 pounds. Must possess the ability to carry equipment, supplies, and materials generally not exceeding 50 pounds over uneven surfaces and stairs for installations, exchanges, and removals. Must possess the vision required to read printed materials and a computer screen. Must possess the ability to hear and speak with others both in person and over the telephone. Must possess the mobility to continually walk throughout and around the Library facility and grounds to assess maintenance needs. Physical dexterity is also required in the frequent use of hand-to-eye coordination and manipulative skills using fingers, limbs, and body in the operation of vehicles.

### **Necessary Special Requirements**

Valid driver's license in the state of Alabama and a good driving record. Eligibility for the Library's automobile insurance coverage.

### **Hours/Salary Range**

This position is part-time: 20 hours per week/\$11.00 per hour. Work includes day, as well as some evening and weekend work. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act.

### **Benefits**

Decatur Public Library offers a benefits package which includes paid vacation, sick leave and holidays.

### **Note:**

**This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional duties which are not specific to their area and are not reflected in this description.**

*Revised 7/9/2018*