Facilities Manager, Part-Time

Hours: 20-25 hours/week, includes some evenings, weekends, and on-call

Wages: Begins at $22.00/hour as part of a 10-step wage scale

Benefits: PTO, Paid Holidays, Employee Assistance Program

Reports to: Library Director

The Ferndale Area District Library is seeking an experienced, organized Facilities Manager to provide a safe environment for the public and staff in the Library, and to coordinate and supervise vendors, maintenance contractors, and cleaning staff. This position is supervised by the Library Director and the Assistant Library Director. This is a part-time position of 20-25 hours per week with a suggested but flexible schedule of 9 am - 1 pm Monday-Thursday and 1 pm - 6 pm on Friday.

Responsibilities include, but are not limited to:

- Provide positive, pleasant, professional services to the public and staff.
- Plan, coordinate and supervise maintenance and repairs of the building, systems, grounds; respond promptly to emergencies and coordinate corrective actions.
- Schedule and maintain communication with the cleaning contractors. Schedule and supervise other contract workers when they are onsite.
- Routinely monitor all facility heating, cooling, fire suppression, and security systems. Maintain and/or oversee maintenance of them by contractual arrangements such that they are always in proper working condition.
- Maintain contractor files and building documentation including equipment specs, service manuals, and warranties.
- Complete basic janitorial, landscaping, and pest control tasks, emergency repairs or cleaning as needed. Conduct daily inspections of the building and grounds, maintain records of ongoing maintenance and repair needs.
- Perform minor repairs and/or bid/hire vendors when needed, assemble furniture and equipment, and complete library grounds projects.
- Manage capital improvement projects in team with the director, including seeking multiple vendor bids, maintaining quality vendor relationships for best pricing, developing budgets, contact lists, and timelines.
- Maintain the entrances to the Library Building and be responsible for snow/ice removal around the property of the Library, keeping it in safe condition for visitors and staff.

- Assist staff and Friends of the Library with heavy lifting around the library.
- Check email and respond to repair/maintenance requests.
- Perform other similar and related duties as directed by the Director not requiring materially different qualifications from those described in this document.

Qualifications:

- High school diploma or equivalent is required.
- Excellent verbal, written and interpersonal communication skills.
- Minimum of two years experience in custodial, maintenance, facility management, skilled trades, or related fields/areas.
- Ability to establish and maintain effective working relationships with supervisors, library staff, the public, and volunteers.
- Ability to work independently and with attention to detail.
- Strong work ethic with a previous record of exemplary attendance.
- Maintains professional behavior appropriate to a public setting.
- Ability to work a flexible schedule, including evenings and weekends if needed.
- Ability to respond to building emergencies.
- Knowledge of basic plumbing, HVAC, electrical, and mechanical repair.
- Skills necessary to perform routine facilities and equipment maintenance.
- Basic computer skills and knowledge of Google Workspace.
- This position may require the use of a personal vehicle on library business – Must possess/provide documentation of a valid driver's license. Mileage reimbursement available.

Physical Demands and Working Conditions:

The physical demands herein 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 to perform these essential job functions.

- **Environment:** Library environment; including outdoor courtyard, multiple flights of stairs, and tight spaces in a mechanical room; extensive public contact. Work is both indoors and outdoors in all reasonable weather conditions.
- **Mobility/Strength:** Frequently required to: sit, stand, bend, balance, stoop, crouch, reach, squat, kneel and/or walk for extended periods of time; lift and carry up to 60 pounds; push or pull wheeled carts with a total weight of up to 500 pounds; operate

assigned equipment; pick up litter; spread ice melt; use the telephone, keyboard, computer mouse. Ability to climb ladder heights up to 35 feet and use indoor/outdoor power tools and equipment.

- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

FLSA status: Non-exempt. This position is not covered by a collective bargaining agreement.

Please submit an application, resume, and cover letter to Library Director Drew Macaulay: drew@fadl.org before noon on Monday, December 7th. This position will be open until filled. Only electronic submissions will be accepted.

Ferndale Area District Library
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Ferndale, MI 48220
www.fadl.org
248-546-2504

The Ferndale Area District Library is an equal opportunity employer.