

<b>TITLE</b>	Building Services Manager
<b>JOB CLASSIFICATION</b>	Grade 400, Managerial Tier, Exempt
<b>HOURS</b>	Full-Time (40 hours). Evening and weekend hours are required on a rotation basis and as needed. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

## REQUIREMENTS

### *Education/Experience*

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AA degree or equivalent is required. Three to five years building maintenance experience, or demonstrable mechanical skills required. Successful completion of job-related, technical school or college coursework is desirable.

### *Knowledge/Skills*

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Knowledge of basic building mechanical, electrical, plumbing, and structural systems. Demonstrated ability to productively manage department staff/workload, and to work effectively with a wide variety of coworkers and members of the general public. Ability to perform routine maintenance and/or repairs on library property and equipment. Excellent interpersonal skills. Valid Ohio Driver's License. Basic computer skills.

### *Working Conditions*

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Light to heavy work is performed both inside and outside of the building. May involve lifting, carrying, pulling, pushing, and working in extremes of cold or heat.

<b>REPORTS TO</b>	Assistant Director, Support Services
<b>POSITION(S) SUPERVISED</b>	Building Services Staff (Assistants, Sr. Assistant II, Associate, Sr. Associate)

## BRIEF DESCRIPTION

### *BASIC SUMMARY*

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Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as a premier knowledge provider, a family activity center, and Westlake's information and community commons. **This position helps support this mission by 1) ensuring access to a clean, safe, attractive, and secure environment for staff and customers through daily maintenance and housekeeping as well as long term preservation of the library's building, furniture, equipment and grounds, and 2) in assisting the public and staff as needed and/or requested.**

**ESSENTIAL POSITION DUTIES**

- 1. Maintenance and Repair** **15%**
  - Ensures the proper performance of all building systems through the management and performance of routine maintenance and repair of the following systems: plumbing, electrical, structural, mechanical and HVAC.
  - Manages the routine inspection program of the building and associated property to include roofs, foundations, furniture and equipment to determine the need and budget for necessary maintenance and repair.
  - Purchases equipment, hardware, paint, lumber, and other supplies as needed for building maintenance and repair.
- 2. Cleaning and Housekeeping** **20%**
  - Ensures a clean environment for our staff and customers through the management and performance of housekeeping duties throughout the facility to include restrooms, kitchens, meeting rooms, public service areas and staff offices.
  - Purchases equipment and housekeeping supplies as needed for cleaning and housekeeping.
- 3. Contractor Management** **20%**
  - Secures appropriate proposals for necessary work to be performed throughout the building and associated property (ie. maintenance agreements, project-based contracts, etc). Negotiates for the most competitive and fiscally accountable proposals. Secures the necessary approvals for final contractual agreements.
  - Manages the performance of outside contractors, ensuring contractual obligations are achieved and necessary adjustments are made to contracts. Evaluates and documents results, as needed, for future planning purposes.
- 4. Safety and Security** **10%**
  - Ensures the building and surrounding property is safe and secure through the management and performance of routine inspections of building security systems to include monthly inspections of all fire extinguishers, emergency exits, lighting, alarm systems, safety equipment and the elevator.
- 5. Management and Leadership** **20%**
  - Interviews, recommends for hire, and orients new employees for the department. Supervises, motivates, trains, coaches, develops, and directs all department employees. Ensures adequate and accurate communication of library projects and priorities within the department. Encourages and facilitates input, innovation and enthusiasm from Building Services staff.
- 6. Department Administration** **15%**
  - Performs administrative duties in a timely and accurate fashion. This includes scheduling staff for full coverage of both public open hours and after-hours coverage, completing regular statistical and narrative reports, fulfilling planning responsibilities, submitting budget needs requests and implementing expenditures in an efficient and accountable manner, serving as a team leader with a library-wide perspective and using objective analytical, problem-solving

and consensus-building skills to contribute to decisions affecting both Building Services and overall library services.

**6. Communication and Teamwork****Ongoing**

- Serves as an enthusiastic and positive leader of the Building Services Team by communicating effectively with staff, coworkers and other departments, assisting the administration of all aspects of providing good customer service to the public and other departments, and understanding, performing and conveying the library's role, mission, and values.
- Keeps informed of and conveys library activities and policies by attending general staff meetings, scheduling regular department meetings, and participating in other workshops or training when appropriate and as requested or required. Keeps informed of current trends and issues in facilities management through trade journals, meetings and development opportunities.
- Performs miscellaneous related duties as needed by the library and assigned by the Assistant Director, Support Services.

**PHYSICAL DEMANDS CHECKLIST**

**PHYSICAL STRENGTH FACTORS:**

- Lifting  Yes  No
- Pushing  Yes  No
- Pulling  Yes  No
- Carrying  Yes  No
- Reaching  Yes  No
- Gripping  Yes  No
- Does job require reaching above shoulders?  
 Yes  No
- Does job require reaching to floor level?  
 Yes  No

If yes, list maximum weight: 70 lbs

**PHYSICAL MOBILITY FACTORS:**

- Throwing  Yes  No
- Sitting  Yes  No
- Standing  Yes  No
- Walking  Yes  No
- Climbing  Yes  No
- Stooping/Bending  Yes  No
- Crouching  Yes  No
- Kneeling  Yes  No
- Crawling  Yes  No
- Twisting  Yes  No
- Balancing  Yes  No

**SENSORY/PERCEPTUAL FACTORS:**

- HEARING:**
- Conversation  Yes  No
  - Sounds  Yes  No
- VISION:**
- Far  Yes  No
  - Near  Yes  No
  - Color  Yes  No
  - Depth  Yes  No
- PERCEPTION:**
- Spatial  Yes  No
  - Form  Yes  No
  - Feeling  Yes  No

**WORK ENVIRONMENT:**

- Inside Work  Yes  No
- Outside Work  Yes  No
- Hot/Cold  Yes  No
- Fumes  Yes  No
- Traveling  Yes  No
- Working Alone  Yes  No
- Working in a Group  Yes  No
- Interacting with the Public  Yes  No

**HAZARDS:**

- Machines  Yes  No
- Electrical  Yes  No
- Sharp Tools  Yes  No
- Slippery floors  Yes  No
- Congestion  Yes  No
- Heat/Cold  Yes  No
- Dust/Vapor  Yes  No

**OPERATE:**

- Equipment  Yes  No
- Telephone  Yes  No
- Computer  Yes  No

**ACCESSIBILITY FACTORS:**

- Doors  Yes  No
- Aisles  Yes  No
- Tables  Yes  No
- Telephones  Yes  No
- Staff Room  Yes  No
- Bathrooms Public  Yes  No
- Drinking Fountain  Yes  No
- Parking  Yes  No

