

Facilities & Maintenance Manager

Job Description:

Small not-for-profit library (serving as a public library) is currently in need of a hard-working, responsible individual to fill the position of Facilities & Maintenance Manager. The Facilities & Maintenance Manager oversees all aspects of maintenance, repair and building systems for a 40,000 sf historic building and 8 acres of grounds and park. The Facilities & Maintenance Manager is responsible for working with, supervising, and scheduling 1 or 2 custodial/maintenance staff to ensure that the building and grounds are clean, safe, and ready to be open to the public each day. Inspecting, maintaining and simple repairing of mechanical, electrical, plumbing, security and HVAC systems is required. The successful candidate will oversee maintenance contracts and vendors, will serve as a liaison with the local Dept. of Public Works, and will be responsible for purchasing supplies and managing compliance with local, state and federal regulations. Under the supervision of the Library Director, the Facilities and Maintenance Manager will work with Library Staff, the Friends of the Library and the public to set up rooms, and assist with programming needs. The Facilities Manager will advise the Library Director on projects, and will manage various larger building repair/maintenance projects at the Library. The Facilities & Maintenance Manager needs to be prepared to work hands-on in the building and on the grounds, is on-call 24/7, and is responsible for shoveling in the winter. Duties listed here may not be comprehensive, additional tasks may be required.

Requirements:

- Goal-oriented and organized, able to supervise staff, and work cordially and professionally with colleagues and the general public
- Self-motivated and self-directed
- Accurate and precise attention to detail
- Good Written and verbal communication skills
- Minimum 3 to 5 years' previous experience in maintenance supervision or related field
- Flexible, and able to be on call for emergencies
- Ideal candidate will have a positive attitude and be a problem-solver
- Minimum Education: High school diploma or GED. (Certification in facilities management a plus.)
- Ability to physically stand, bend, squat, and lift up to 50 pounds
- Valid driver's license and good driving record
- Computer skills; including MS Office, scheduling software and HVAC software
- Must be able to pass a drug screen and a criminal background check

Compensation & Conditions of Work:

Salary based on experience and based on average 40 hour week (with additional negotiated compensation for vehicle stipend and plowing if applicable.)

Vacation: 4 weeks per year

Sick Time: 3 week per year, cumulative

Personal Time: 3 days per year

Send Resume & 3 Recommendations to:

Krista I. McLeod, Library Director

kmcleod@nevinslibrary.org

Nevins Memorial Library

305 Broadway

Methuen, MA 01844