
JOB DESCRIPTION

Natchitoches Parish Library

FACILITIES MAINTENANCE MANAGER

Reports to: Library Director

General Summary

Under the administrative supervision of the Library Director, the Facilities Maintenance Manager is responsible for the management and oversight of operations for all Natchitoches Parish Library facilities. Responsibilities include planning, organizing, directing, and performing the activities related to maintenance and repair of facilities, ground maintenance, vehicle maintenance, construction and renovation project coordination, mechanical systems maintenance in compliance with established local, state, and federal standards, and training and supervising of janitorial staff and library volunteers.

LEVEL OF AUTHORITY: Performs duties with general direction and defined latitude for independent judgment within established guidelines and policies. Errors in judgment could have substantial impact on public acceptance or efficient operations of the library. Ensures support and delivery of responsive community service that is safe and hospitable for staff and patrons.

Work Environment

- Work is performed in both outdoor and indoor settings. Frequent exposure to the elements and a dusty atmosphere with potential exposure to airborne pathogens or hazards such as chemicals and vapors, debris and dust.
- Must maintain professional manner when dealing with patrons, including teens, young children, staff and others.
- Must be able to work independently as well as with a team.
- Must be able to work at any location in the Natchitoches Parish Library System.

Essential Functions and Responsibilities

- Participates with the Library Director in long-range planning and establishing priorities for facilities maintenance, including vehicle maintenance, repairs and improvements.
- Assures proper maintenance of all facilities, providing clean, healthy, safe, and well-maintained library facilities.
- Manages and performs facilities repair, maintenance, event set-up/take down, grounds maintenance and facilities equipment.
- Assures landscape maintenance of facilities align with seasonal needs, including but not limited to upkeep/improvement of lawns, trees, shrubs, plants, parking areas and other exterior landscaping of all library facilities.
- Maintains overall order and cleanliness of library facilities and vehicles.
- As needed, coordinates work activities with other City and Parish departments, representatives of local, state, and federal agencies, citizens, and equipment and service suppliers.
- Maintains excellent public relations by assuring that public/and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquiries to the Director.
- Tracks and keeps inventories of maintenance and custodial supplies; submits reordering requests to supervisor in a timely manner.
- Assists with loading and/or unloading library materials, supplies, equipment, etc., to and from the van; assists in transporting items by hand or cart inside and/or outside the buildings.

- Maintains excellent public relations by assuring that public/and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquiries to the Library Director.
- Assists in the negotiation, preparation, implementation and administration of construction and service contracts and facility issues.
- Assists in the preparation and coordination of bid packages necessary for the purchase of maintenance equipment, materials and supplies.
- Regularly inspects library facilities and vehicles and advise as to preventative maintenance measures needed.
- Oversees the operation of electrical, HVAC, and plumbing systems as well as the physical maintenance of library facilities and vehicles.
- Establishes and implements maintenance schedules for all systems and equipment; monitors physical condition of all facilities to ensure proper operations and/or make improvements.
- Assures that facilities are accessible to the extent reasonably possible.
- Stays informed on changing products and technology and makes recommendations to the Library Director.
- As required, prepares labor, material, time, and equipment estimates for new or modified facilities.
- Coordinates and supervises the moving of material and / or furnishing involved in all relocation or storage.
- Develops and oversees maintenance schedule for all library vehicles. Recommends replacements as needed. Develops and oversees policies for all drivers of vehicles.
- Develops replacement plan for equipment, furniture, and fixtures. Recommends replacements as needed.
- Develops and recommends policies and procedures relevant to security of all facilities.
- Manages safety program. Ensures compliance with health, fire, building codes and OSHA regulations.
- Attends and participates in outside meetings related to facilities services. Stays abreast of new trends in facilities management.
- Maintains filing system for all warranties and vendor service contracts for facilities department.
- Plans, directs, and supervises employee(s); reviews and checks employee(s) work, prepares work assignments and weekly schedules to assure appropriate level of coverage.
- Manages safety and emergency program; ensures compliance with health, fire, building codes, hazardous waste disposal, ADA and OSHA regulations. Responsible for maintenance and operation of fire alarm and sprinkler systems.
- Submits monthly and annual reports.
- Completes janitorial duties in the absence of the library's janitor.
- May participate in library-wide committees or projects.
- Performs other duties as assigned.

Additional Job Duties

- May perform portions of the work of higher or lower classified positions occasionally, as assigned.
- May perform duties of similar complexity in any department as required or assigned.

Physical and Mental Requirements

Physical Capabilities

- Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather, as necessary.
- Administers work typically moving, using, and adjusting a variety of heavy equipment and materials.

- Ability to lift and carry items weighing up to 100 pounds and move up to 50 pounds, including up and down steps.
- Ability to bend, crouch, reach overhead, and grasp objects.
- Ability to use telephone and computer.
- Ability to climb steps.
- Ability to drive a 28-foot vehicle.

Mental:

- Ability to multi-task.
- Ability to handle stressful situations and difficult interpersonal encounters
- Ability to make good judgments/decisions.

Tools and Equipment Used

Ability to use all tools and operate all equipment necessary to perform work of the position.

Reading ability to read and interpret technical journals, manuals and other materials pertaining to facility maintenance, equipment, systems and repair.

Education, Experience, and Training

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent;
- Must have or acquire a valid Louisiana Chauffeur's License;
- Insurable by the Library's Insurance Carrier;
- Must have or acquire a working knowledge of facilities maintenance and operations.
- Knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance, including a basic general knowledge of electricity, plumbing, carpentry and an extensive knowledge of HVAC systems.
- Knowledge of work hazards, safety procedures, and public safety matters.
- Ability to plan, schedule, and review the work and performance of others in a manner conducive to professional and proficient performance and high morale.

Knowledge, Skills, and Abilities

Knowledge of:

- Operational characteristics, services and activities of a multifaceted maintenance and construction program.
- Modern and complex principles and practice of construction, maintenance and repair activities related to building, grounds, equipment and vehicles.
- Principles and practices of budget management.
- Operation of mechanical systems.
- Federal, state and local regulations and building codes, including OSHA and ADA.
- Management and supervision practices.

Ability to:

- Provide professional leadership and direction for staff.
- Read, interpret and draw plans for building construction, renovations, equipment and furnishings.
- Learn and use the library's custodial and maintenance equipment, materials, repair tools, computer, and office equipment.
- Analyze complex problems and develop reasonable solutions.
- Work independently and in a team environment.
- Train and motivate employees.

- Present ideas effectively, orally and in writing.
- Establish and maintain effective working relationships with fellow staff members, vendors, government personnel, and other service providers.
- Maintain confidentiality related to the area of work.

Position Hours

Full-time, hourly, non-exempt position; 40 hours per week.

Typical schedule is Monday through Friday, 7:00AM – 4:00PM.

Schedule may vary depending on maintenance needs; must be able to work days, evenings, or weekend hours.

Additional Qualifications

As an absolute condition of employment, all applicants shall agree to a clerical examination and panel interview. If selected for employment, all information listed on the application and/or resume is subject to verification. A commercial driver's license where applicable, shall be obtained. References shall be confirmed as part of the interview process.

To ensure that individuals who join the Library are well qualified and to ensure that the Library maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's résumé or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library Board of Control. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report shall be provided to the applicant, and the applicant shall have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a physical examination, agility test, drug test, driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job. Individuals must be physically capable of operating library vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for library business will be prohibited if the employee does not have personal insurance coverage.

DISCLAIMERS: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.