

## **FACILITIES SUPERVISOR**

### **Basic Functions:**

Plans, directs, and coordinates the operation, repair, maintenance of facilities, equipment, buildings, and grounds to minimize interruption and improve efficiency. This position reports to the Library Executive Director.

### **Duties and Responsibilities:**

- Assists Library Executive Director and staff in development of facilities, formulation of operating rules, regulations, and procedures.
- Inspects facilities or reviews inspection reports. Makes recommendations for repairs or improvements.
- Works with Library Executive Director to hire and evaluate building service personnel.
- Trains, schedules and assigns duties to building service personnel
- Works with Library Executive Director to obtain outside bids as requested for facilities maintenance/improvements.
- Works with Library Executive Director to plan and administer facilities-related budget lines.
- Purchases building and maintenance supplies, machinery and equipment; tracks inventory.
- Compiles costs and statistics as requested by the Library Executive Director.
- Responsible for security of all facilities. Including codes, keys, etc.
- May direct contracted projects.
- May be responsible for procurement of utilities or operations of utility systems.
- Other duties include providing assistance in building and grounds maintenance and mechanical services.
- Other duties as assigned.

### **Knowledge of:**

- Blueprints, basic construction techniques and common practices.
- Practices, methods, equipment, tools, and materials used in facility maintenance and custodial work.
- Basic accounting and record keeping practices.
- Supervisory skills.
- Principles and practices of OSHA safety standards, including hazardous waste considerations.

### **Skill to:**

- Operate a variety of carpentry, masonry, welding, small power tools, small engine machines and vehicle maintenance equipment.
- Maintain, repair, clean and care for assigned areas and equipment.

### **Ability to:**

- Read, understand and follow oral and written directions.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Experience:**

- Three to five years of experience working in a maintenance field.
- Minimum two years of supervisory experience.

**Education/Training:**

- Combination of experience and education will be considered.
- Maintenance certifications.

**License, Certificates, Etc.:**

- Valid Driver's License.

**Working Environment:**

- Moderate exposure to undesirable working conditions or exposure.
- Work evening and weekend hours as assigned; respond to alarm call issues.

**Physical Activities:**

- Essential functions require maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking, kneeling, crouching, squatting, stooping, crawling, twisting, climbing and lifting an average of 50 lbs.

NOTE: Nothing in this position description should be construed as an employment contract. The Fremont County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.