Job Description

TITLE: Facilities Manager
REPORTS TO: Executive Director

DEPARTMENT: Building Services
CLASSIFICATION: Exempt

Job Summary:
The Facilities Manager is responsible for overseeing all facilities and grounds-related activities at the Main Library and Hinkston Park Branch, including building and equipment maintenance and repairs, managing vendor contracts, building security and control systems, setting up for programs and events, and doing pickup and deliveries. The Facilities Manager supervises custodial staff and maintenance assistant positions and assists in the planning and development of safety training, especially as it relates to emergency procedures and evacuations.

This position serves as a member of the Leadership Team and helps to maintain a welcoming and safe library environment, delivering excellent customer service to staff and patrons. This position also contributes to budget and policy development, building renovations and grant applications, and other library-wide initiatives to better serve the Waukegan community.

Minimum Qualifications:
Education and Experience:

• Associate Degree or degree from a technical college with two years of experience in a building maintenance-related field preferred - OR - High School Diploma, GED, or equivalent with three years of experience in a building maintenance-related field
• One year of supervisory experience.
• Must be able and willing to work a flexible schedule and respond to building emergencies, including evenings, weekends, after-hours, and holidays.
• Ability to communicate effectively in English, written and orally.
• Ability to communicate effectively in Spanish preferred.
• Experience working in public libraries, or other nonprofit or customer service setting preferred.
• Construction project management experience preferred.

Knowledge, Skills, and Abilities:

• Demonstrated skill with, and knowledge of, building systems, equipment, tools, preventative maintenance, and safety precautions.
• Ability to operate mechanical, electrical, plumbing, power tools, and grounds equipment.
• Ability to work effectively with vendors on repairs, replacements, and annual inspections, and assist in the development and renewal of maintenance contracts.
• Ability to effectively communicate with staff and public.
• Ability to hire, train, schedule, lead, evaluate, and motivate staff.
• Ability to maintain the overall safety, comfort, and cleanliness of the library and perform custodial duties as needed.
• Comfortable working on ladders, lifts, and the roof, as well as confined spaces needed to make repairs or inventory equipment.
• Ability to safely operate a vehicle and the library’s two-way radio system.
Facilities Manager

- Demonstrated ability to provide excellent internal and external customer service and to establish, maintain, and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- High degree of organizational skills and ability to work with minimal supervision, establish and maintain priorities, meet deadlines, take initiative, and make independent decisions using sound judgment.
- Ability to identify and resolve issues in a timely and effective manner, developing solutions and making recommendations as needed.
- Ability to develop, control, and monitor departmental budget and expenditures.
- Familiarity with technology currently used in library or office setting, including email systems, Microsoft 365 (Microsoft Word, Teams, etc.), and a willingness to learn new technologies.

Essential Job Functions:

- Repairs and maintains the building, equipment, and grounds, including monitoring, scheduled maintenance, and seasonal preparation of the HVAC system, elevators, boilers, and other required code specifications, as well as preventative maintenance on all building systems.
- Ensures the library is prepared for safe opening and daily operations.
- Performs basic and routine repairs, including a variety of plumbing, electrical and lighting systems, carpentry, and custodial duties.
- Works with vendors and contractors on repairs, replacements, and annual inspections, and maintains organized records and paperwork.
- Provides input into the development and renewal of maintenance contracts.
- Fulfills work orders, including meeting room and event set ups and take downs.
- Drives a library vehicle to complete daily pickups and deliveries, unloads trucks, and distributes materials.
- Supervises, trains, and evaluates the full-time custodial staff and maintenance assistant.
- Monitors and coordinates staff schedules to address long- and short-term needs of the department.
- Maintains inventory of supplies.
- Participates in planning and budgeting for departmental needs.

Additional Duties:

- Supervises maintenance of library grounds, including picking up of litter, removing snow and ice from sidewalks and entry, watering, weeding and other minor landscaping tasks.
- Assembles, installs, and moves equipment, furniture, and fixtures.
- Repairs and paints walls and other surfaces as needed.
- Keeps department staff informed on all library policies and procedures, coordinating training as required.
- Fosters a safe, inclusive, and accessible environment that welcomes, respects, and represents our staff and everyone in our community.
- As a member of the Leadership Team, assist in the creation, promotion and evaluation of projects, services, and programs.
- Understands, supports, and advances the vision, mission, and strategic priorities of the library.
- When assigned, acts as Person-in-Charge to take an active role in maintaining the well-being of the library, including following policies and emergency procedures to manage demanding situations using independent judgment.
- Keeps informed, learns, and utilizes current technology and best practices in building maintenance field.
- Attends appropriate meetings, workshops, and conferences to meet the 12-hour continuing education requirement for all staff.
- May participate in community events and other outreach opportunities as needed.
- Other duties as assigned.
Working Conditions/Job Requirements:

- Perform strenuous physical activities with extending periods of walking, standing, or bending.
- Able to move, lift, push, carry, and put away items up to 75 lbs.
- Able to work on a ladder and reach up to six feet and be able to reach areas at ground level.
- Work outside in all types of weather, including on the roof.
- Tolerate exposure to equipment noise, fumes, allergens, cleaning products, and fluctuating temperatures.
- On call 24/7 for building emergencies including evenings, weekends, after-hours, and holidays.
- Must have a valid driver’s license, proof of insurance, and access to reliable transportation.

Please send resumes to hr@waukeganpl.info.