

**Crystal Lake Public Library**

**Position Title:** Building Maintenance Manager  
**Reports To:** Assistant Director  
**Department:** Administration  
**Status:** Non-Exempt  
Supervisory

**Job Summary:**

The Building Maintenance Manager monitors and performs regular maintenance on Library buildings and grounds. Supervises and manages building maintenance staff and contracts. Plans, directs, implements and evaluates building maintenance. Coordinates and develops building maintenance activities. Functions as a Building Supervisor.

**Essential Functions:**

1. Keeps Assistant Director informed on personnel, services, projects, challenges, successes, etc. related to assigned areas of responsibility
2. Assists in selection, training, supervision, scheduling and discipline of all Building Maintenance personnel
3. Keeps Building Maintenance staff informed on all Library policies and procedures
4. Manages, plans and coordinates all activities associated with the general housekeeping of the building and grounds; maintenance of the building, furniture and equipment, grounds and building security related issues
5. Oversees maintenance of all building systems, including but not limited to HVAC and related mechanical equipment, electrical services and power supply, fire and security systems
6. Prepares, secures, administers and evaluates contracts and services for building maintenance and repair.
7. Contacts vendors to determine availability, pricing and delivery information and to negotiate discounts and contracts associated with equipment and/or service
8. Supervises all maintenance and general procurement of materials and parts, schedules installation and oversees repairs to ensure that they are accomplished in a safe, correct and timely manner.
9. Prepares preventative maintenance schedules; maintains accurate equipment inspection and maintenance records
10. Works with Assistant Director in determining and developing plans for enhancement, repair and modification of building facilities and equipment
11. Assists in preparation of Building Maintenance budget for personnel, facility and services
12. Advises Assistant Director on facility maintenance issues
13. Attends and participates in Crystal Lake Public Library meetings and committees; participates in appropriate job-related meetings; attends relevant continuing education events
14. Performs maintenance and janitorial duties when needed
15. Performs other related duties as assigned or required

## Crystal Lake Public Library

**Position Title:** Building Maintenance Manager  
**Reports To:** Assistant Director  
**Department:** Administration  
**Status:** Non-Exempt  
Supervisory

### Education, Experience, and Knowledge:

High school diploma or equivalent, and the equivalent of one year applied training in a building maintenance occupation. Minimum five years experience in commercial maintenance work. One year supervisory experience preferred. Basic knowledge of word processing, spreadsheets, e-mail, PCs, and Internet searching.

### Skills and Abilities:

- Supervisory, interpersonal, problem solving, troubleshooting skills
- Decision making and conflict resolution skills
- Good verbal and written communication skills, listening skills
- Ability to operate the following equipment: computer, copier, printers, telephone
- Basic math skills
- Ability to read instructions, maintenance contracts and blueprints
- Ability to work effectively with a variety of people
- Ability to coordinate, instruct others
- Ability to manage multiple projects simultaneously
- Ability to handle variety and change
- Ability to organize and arrange
- Mechanical aptitude
- Valid driver's license, IL auto insurance, and reliable access to a vehicle

### Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to constantly stand and walk, and occasionally sit. The position requires the ability to talk and hear. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus. The position requires the ability to use hands to finger, handle and/or feel controls, equipment, objects, and tools; and reach with hands and arms. Constant bending, stooping, and climbing are required.

The employee must regularly lift up to 50 pounds and frequently push or pull up to 200 pounds. This job is performed in a typical office environment, however has occasional exposure to heat, cold, or the outdoors.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.