



Building Maintenance Manager

Hours:

35 hours per week, Monday-Friday.

Overtime, emergency and additional call-in hours as necessary to successfully maintain RFL facilities; may include weekends.

Job Summary:

Oversee the operation, repair, maintenance, and cleaning of the Library, including life safety equipment and systems, building management systems, and related equipment, as well as the grounds, parking lots, and sidewalks inclusive of the building proper and related attached structures of the Riverhead Free Library.

Essential Functions:

Functions are generally listed in order of importance specific to the position and are intended for illustrative purposes as to the typical types of work to be performed. The omission of specific duties does not exclude them as being duties of the job if the work is similar, related or a logical assignment to the position.

- Directs and supervises a Part Time Custodian, as well as skilled tradespeople hired as contractual needs arise.
- Plans, organizes, and manages the maintenance, repair, landscaping, and custodial operations for Library infrastructure, systems and facilities.
- Operation of the BMS and the safe and timely completion of planned and reactive maintenance.
- Performs minor carpentry, painting, plumbing, and electrical repairs.
- Program room set-ups; setting up and breaking down tables, chairs and other furniture for meetings and programs.
- Develops long range plans for repair and maintenance of Library facilities.
- Monitors renovation, construction, and maintenance projects. Works with the Director to develop specifications for contracted services.
- Requests proposals from qualified contractors to ensure cost effective means of managing facilities and projects.
- Develops, implements, and monitors cost reduction and energy efficiency initiatives. Initiatives and all potential programs must be presented and communicated to administration for their approval and prospective implementation.

Supervision:

Reports to: Library Director

Supervises: PT Custodian

Works with: Staff in all departments, Library Director and Assistant Director

Required Knowledge, Skills and Abilities

The employee is expected to perform or possess the following:

- Knowledge of Riverhead Free Library's policies and procedures and ability to exercise sound judgment in interpreting said policies and procedures when dealing with staff and customers, as well as apply them appropriately.
- Knowledge of public library service, overall Library operations and department responsibilities.
- Knowledge of NYS procurement and contracts.
- Skill and experience in management and supervisory work.
- Skill in facility management, including building structure, HVAC BMS, plumbing, fire prevention and alarm systems, elevators, lighting, and grounds.
- Skill in understanding gauges, dials, or other indicators to ensure a machine is working properly.
- Skill in understanding the general, structural, and mechanical maintenance needs and specific needs and uses of a public library building.
- Skill in maintaining a pleasant, productive and safe work environment.
- Must have a valid NYS driver's license and personal transportation available for job-related assignments. Standard mileage rates set forth by IRS for reimbursement.
- Ability to set forth a preventative maintenance program for all mechanical, maintenance and custodial equipment.
- Ability to read and interpret blueprints, plans, and specifications.
- Ability to work effectively in a team environment with a strong service orientation.
- Ability to communicate well with others, including staff, administration and vendors, both verbally and in writing.
- Ability to work with minimal supervision.
- Ability to successfully prioritize and multi-task to ensure smooth Library operation.
- Ability to perform repetitive work according to set procedures, sequence and pace.
- Ability to use basic hand and power tools as well as standard cleaning equipment.
- Ability to set measurable goals with tangible outcomes.
- Institute a work order program.

Education and Experience:

- Bachelor's Degree in facility management, or a related field, with an emphasis on mechanical disciplines and building operations, from an accredited college or university preferred.
- Three years' experience in management or supervision in building trades, construction, or facilities maintenance in a comparable facility preferred.
- Experience in building operations, especially related to HVAC and fire prevention.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Newly assigned employees are expected to be proficient at assigned tasks by the end of the first three to six months of service. Proficiency is expected for all levels up to and including those listed in this job description and is required at hiring. Candidates must meet these minimum qualifications to be considered for this position.

Physical and Environmental:

Work is conducted both indoors and out year-round and requires good physical fitness. Moderate to heavy lifting of up to 50 pounds and ability to climb ladders is required. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, elevators, and stairs and/or avoidance of trips and falls and observance of fire regulations. Outdoor work requires normal precautions due to weather, such as sun, rain, snow, etc.

Annual Salary: \$65,000 + to commensurate with experience.

Benefits:

- Membership in NYS Retirement System
- NYSHIP medical insurance
- Dental Benefits
- Vacation time/sick time

Interested candidates should email a resume and cover letter to Kerrie McMullen-Smith, Director, kerrie.mcmullensmith@riverheadlibrary.org, using the subject line Facilities Manager Position.