

Wood Dale Public Library District

wooddalelibrary.org

Facilities Manager

Reports to: Christopher Renkosiak, Executive Director

Hours/week: 37.5 Hours per week (exempt – fully onsite)

Pay range: \$60,000-65,000 annually, depending on qualifications

The Facilities Manager position ensures buildings and grounds are maintained, which includes determining and scheduling regular maintenance, repairs, and special projects. This position oversees and/or performs scheduled work as well as coordinates with outside vendors for maintenance and repairs. The Operations Manager must be a dynamic individual who can manage several projects concurrently, demonstrate strong communication and technical skills, and have working knowledge of all aspects of building and facility maintenance.

In this role you will:

- Manage, evaluate, and maintain the library's facilities, including HVAC, electrical, plumbing, roofing, safety, and upkeep of the grounds;
- Oversee safety procedures and training for the library;
- Identify and respond to urgent situations related to the building and grounds;
- Develop and utilize plans for equipment to determine replacement or refurbishment decisions.

On a day-to-day basis, you can expect to:

- Be a collaborative member of the management team as well as Person In Charge/security duties as needed;
- Schedule or perform preventative maintenance, service, assemblies, repairs, and safety inspections as needed;
- Maintain records of repairs and replacements;
- Order all supplies for maintenance and operation of the library, including janitorial supplies, parts for repairs, office supplies.
- Oversee budget for maintenance of building and grounds and supplies;
- Handle the coordination of work by outside vendors, contractors, utility providers, and other external entities related to the building and grounds;
- Manage meeting room set-ups for library programs including special events;
- Ability to maintain the overall safety, comfort, and cleanliness of the library and perform custodial duties as needed.

What will help you most succeed in this role:

- High school diploma or equivalency (Bachelor's degree and/or and certification in related fields preferred);
- Minimum of five years of related experience;
- Ability to communicate and work effectively with all levels of library staff and the public with tact.

Working Conditions:

- Scheduling may require availability during any library operating hours, including days, evenings, weekends, and when the library is closed. Although a consistent schedule will be available, the needs of the library may require scheduling changes and flexibility;
- Work in conditions typical of maintenance and mechanical rooms, including presence of dust, dirt, chemicals, grease, oil, solvents, fumes, electrical current, and water;
- While performing the duties of this job, you may be exposed to weather conditions prevalent at the time of work, including possible extreme hot and cold weather;
- May lift up to 50 pounds and push carts weighing up to 200 pounds;

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- Ability to perform office-related functions including extended concentration on a computer and typing capability;
- Work may include prolonged sitting, standing, stooping, bending, reaching, lifting/moving materials, getting down on the floor, climbing ladders, and performing other such physical tasks;
- Manual dexterity and correctable vision needed;
- Noise level is generally moderate but may be loud at times;
- Must have a valid driver's license, proof of insurance, and access to reliable transportation.

For all your awesomeness, you will get:

- Two weeks of paid off time in your first year with an additional day added each year after, up to 20 days, 12 days of sick time, and paid holidays.
- Enrollment in the IMRF pension system
- Tuition/certification reimbursement for applicable courses
- Health and dental insurance

To apply, please send your resume, a cover letter, and 3 references to jobs@wooddalelibrary.org.

The Wood Dale Public Library District is an equal opportunity employer. The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.