



Position title: *Facilities Manager*

Hours: Full-Time (40 hour/week); Days, some evenings and weekends.

Location: Sedona Public Library, 3250 White Bear Road, Sedona, AZ 86336

Supervisor: Assistant Director

Supervises: None

Wages/Benefits: \$ 19.23 -\$25.96/hr; full-time benefits (**FLSA Classification:** Non-Exempt)

Date Revised: November 13, 2020

JOB SUMMARY

Under general direction of the Assistant Director and in cooperation with Sedona Public Library (SPL) Administration (Director and Administrative Services Manager), the Facilities Manager oversees the maintenance and operation of SPL's main library and the Friends of the Library bookstore, including safety equipment and systems, building management systems and related equipment, as well as the grounds, parking lots, and sidewalks. May assist or act as project manager/inspector for construction, expansion and/or remodeling of library facilities. The Facilities Manager provides a clean and safe environment for the public and staff and meets all required federal, state and local guidelines and regulations impacting such operations. May also perform duties such as cleaning, repairs, and hands-on general building, maintenance and technical tasks. *We are looking for a positive, skilled and self-motivated person who will take pride in our facilities.*

ESSENTIAL FUNCTIONS

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Maintains the interior and exterior of the main library and the Friends of the Library bookstore;
- Inspects and troubleshoots maintenance of furniture, fixtures, utilities, equipment, etc.; assembles new furniture and shelving when needed, makes repairs as needed ;
- Inspects and troubleshoots electrical, HVAC, lighting, plumbing, and mechanical systems and equipment to identify repairs needed; Brings any issues that exceed the Facility Manager's ability to the attention of Assistant Director and/or Administration to determine if an outside contractor is needed;
- Periodically inspects public and staff washrooms throughout the day, making sure that they are safe and sanitary for public and staff use;
- Services and repairs plumbing fixtures, including replacing or adjusting flush valves, unclogging toilets, clearing drains, replacing faucet screens and washers; rodding clogged drain lines, checking volume control for proper water pressure, etc.;
- Monitors all HVAC systems and makes temperature adjustments as needed; replaces HVAC filters on a preventative maintenance schedule;
- Inspects and oversees the electrical systems for safe operations; replaces light bulbs and batteries; repairs and replaces switches and outlets when needed;
- Routinely monitors and inspects emergency lighting, emergency exits, security systems, and fire extinguishers at all buildings; replaces bulbs and batteries as needed;

- Establishes and maintains regular preventative maintenance schedule and keeps logs of repairs and replacements; ensures compliance with local, state, and federal regulations; works with Administration to maintain files of building documents, blueprints, project records, etc.; and schedules annual service agreements;
- Makes a daily inspection of the grounds and parking lot, ensuring that they are clean, attractive, and safe for the public and staff;
- Oversees outside maintenance of buildings and grounds that are regularly serviced by a landscape vendor; performs general grounds-keeping work such as irrigation system operation, weeding, trimming branches, painting, collecting trash; and snow/ice removal;
- Maintains all work areas, cleaning and grounds-keeping equipment and power tools;
- Inspects and supports contract cleaning of buildings and address any areas that may have been missed, which may include vacuuming and/or mopping floors, dusting shelves, desks/tables and computer areas; removing trash; disinfecting tables, chairs and other common use surfaces;
- Sets-up meeting rooms with tables, chairs and A/V equipment, when needed;
- Communicates actively on security and maintenance issues with Administration;
- Works with Administrative Services Manager to maintain an inventory of custodial and maintenance supplies, ensuring that such materials are on hand to meet the needs of daily operations and ensures that all products used in the facilities and exteriors are properly labeled in accordance with EPA and OSHA requirements;
- Works with Assistant Director and Administrative Services Manager to develop a budget for the building and grounds operations;
- Works with and accompanies local Fire Marshall during all building inspections and addresses any required repairs, reporting back to Assistant Director and Library Administration to insure all items have been completed;
- Monitors renovation, construction, and maintenance projects. Works with engineers, architects, and contractors to ensure quality of work and cost control. Works with Library Administration to develop specifications for contracted services;
- Participates in the Library's green initiatives and oversees the recycling program;
- Performs routine cleaning of equipment and work areas;
- Attends staff and Building and Grounds Committee meetings; may attend off-site training programs when requested by Administration;
- May open or close the building, turns security systems on and off;
- May be required to work on any of the 7 days of the workweek (Sunday – Saturday) and respond to emergency calls during off-duty hours to perform emergency building or security system repairs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The employee is expected to perform or possess the following:

- Ability to gain working knowledge of Sedona Public Library's policies and procedures;
- Ability to act as a representative of Sedona Public Library to the public;
- Ability to identify and diagnose major systems issues, and coordinate repairs internally or externally;
- Knowledge of building construction methods and equipment, preventive maintenance, HVAC systems, electricity and mechanical systems with regard to building construction and maintenance;
- Knowledge of occupational safety and health, accident prevention, and a commitment to a safe work environment;
- Ability to follow instructions and finish tasks in a timely fashion;

- Ability to safely work with chemicals, solvents and other cleaning or ground maintenance products;
- Ability to operate tools and equipment and perform needed repairs and procedures in a safe and efficient manner;
- Ability to read and understand architectural, mechanical, and HVAC drawings and specifications;
- Ability to establish priorities and organize workload;
- Ability to maintain a pleasant working atmosphere and communicate effectively with diverse individuals (customers and staff) to accomplish library goals and objectives;
- Ability to communicate effectively and respectfully in both a written and oral format;
- Ability to work independently and work various hours;
- Ability to obtain a valid AZ driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.

PREFERRED QUALIFICATIONS

- Project management experience;
- Knowledge of at least one of the building trades and familiarity with the other building trades;
- Experience with creating annual plans and budgets and recommending, developing, and implementing systems and processes.

EDUCATION AND EXPERIENCE

- High School Diploma or G.E.D.
- Two or more years of relevant experience.
Or equivalent combination of technical training, experience, and/or education.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Work requires routine physical effort in the handling of light and moderately heavy materials of up to 50 pounds, and up to 200 lbs with proper equipment. Requires the use of hands to finger, grip, grasp, feel and operate objects, tools, or controls and to reach with hands and arms. Requires the ability to perform duties on a ladder at heights of up to 16 ft. Requires close vision, color vision, and the ability to adjust focus. Work is performed both inside and outside, in all weather conditions. May require standing for long periods of time and frequent stooping and bending. Work environment involves everyday risks or discomforts which require normal safety precautions, such as use of safe work place practices with cleaning and maintenance equipment, avoidance of trips and falls and observance of fire and building safety regulations and traffic signals when driving. Duties will require frequent sitting, standing, walking and ability to bend, stoop, kneel, squat, crouch, climb ladders and stairs and reach above shoulder level. Work may involve routine exposure to chemicals and paint.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Employment subject to background check.