

**White Lake Community Library
Position Description
Facilities Manager
2021**

Summary

Participates in the operation of the community library in the areas of housekeeping, meeting room set up, custodial/maintenance, and groundskeeping responsibilities.

Supervision Received

Work performed is under the direction of the library director.

Responsibilities and Essential Duties

An employee in this position may be called upon to do any or all of the following:

Custodial Duties:

- Coordinate cleaning of interior carpets and mats.
- Vacuum upholstered chairs as needed.
- Empty all wastebaskets and take trash and garbage to the dumpster daily.
- Clean mirrors, windows and doors, inside and out as needed.
- Check all soap and hand towel dispensers daily and refill as needed.
- Replace light bulbs and ballasts as needed.
- Clean and sanitize toilets, urinals and sinks daily.
- Make minor repairs, including plumbing and equipment, as needed.
- Additional duties as assigned.

Housekeeping Duties:

- Vacuum all carpeted areas daily.
- Wet mop linoleum and tile surfaces daily.
- Strip, wax and buff linoleum surfaces as needed.
- Dust shelving units (behind books and tops of units) as needed.
- Dust counter, cabinet tops, furniture, and computers as needed
- Wash table and computer desk tops as needed.
- Vacuum lampshades as needed.
- Vacuum upholstered seating as needed.
- Spot clean carpets and upholstered areas as needed
- Wipe door handles with sanitizer daily.
- Polish stainless steel dispensers with stainless steel cleaner as needed.
- Clean woodwork and windowsills as needed.
- Clean HVAC diffusers and vents as needed.
- Replace light bulbs in table lamps as needed.
- Wash interior windows, doors and display cases as needed.

- Clean break room microwave, wash cupboard fronts, table and counter tops as needed.
- Replace/paint ceiling tiles as needed.
- Maintain clean and neat janitor's closets.
- Wash walls (meeting room kitchen, Coffee Connection, wall by staff entrance.) as needed.
- Additional duties as assigned.

Grounds and Building Maintenance Duties:

- Keep sidewalks clear of leaves, debris, snow and ice as needed.
- Pull weeds, prune and mulch as needed
- Mow/fertilize grounds as needed.
- Keep handicapped and parking lot directional signs well maintained.
- Maintain the irrigation system, including spring startup, fall shut down, and replacing components as needed.
- Lower and raise flags as needed.
- Put up and take down Christmas trees and wreaths.
- Clean gutters as needed.
- Check building inside and outside for structural problems monthly.
- Prepare surfaces and paint as needed.
- Plant flowers and maintain flower beds as needed.
- Additional duties as assigned

Meeting Room Duties:

- Set up the meeting room for library programs and meetings.
- Set up the meeting room for outside groups desiring that service.

Miscellaneous Duties:

- Assemble smaller purchased furniture or equipment pieces as needed.
- Hang pictures and instructional signs as needed
- Coordinate after hours building access to outside contractors for prearranged work.
- Be reasonably available for call-in emergencies as needed.
- Paint parking lot stripes annually.
- Monitor repair and maintenance supply inventory for reordering purposes.
- Additional duties as assigned.

Weekly Number of Hours for this Position

An employee in this position would work up to 25 hours per week or up to 50 hours per pay period. Additional hours may be granted at the discretion of the library director for the completion of larger projects and seasonal tasks.

Benefits

An employee in this position would receive vacation according to the formulas outlined in the updated Personnel Manual, which was approved by the library board in April of 2017.

An employee in this position would receive sick time (1 hour for every 20 hours worked) with an accumulated maximum of 24 days based on their 5-day work week.

Pay

\$14.00 per hour to start

Evaluation

Reviews are held annually by the Library Director.

Desirable Qualifications for Employment

An employee in this position should have the equivalent of the following training and experience:

- Prior experience in custodial and maintenance work and/or prior experience cleaning in a public or office setting.
- Landscaping experience (care of shrubs, trees, flowers)
- Ability to work effectively with the public and other staff members.
- Team player.
- Have excellent written and verbal communication skills.
- Ability to safely operate & maintain outside/lawn equipment.
- Primary knowledge of computer operating systems and programs is desirable.

PHYSICAL REQUIREMENTS:

- Physical ability to stand and or walk frequently.
- Ability to drive vehicles.
- Physical ability to climb ladders to heights of 10 feet.
- Physical ability to bend, stoop, kneel, crouch, or squat as needed.
- Physical ability to lift and carry up to 50 pounds of weight for short distances.
- Physical ability to push or pull various items weighing up to 75 pounds for short distances.
- Physical ability to tolerate and utilize required Personal Protective Equipment (PPE) as required.