

**White Lake Community Library
Facilities Manager Job Posting
Spring 2023**

The library is seeking a self-motivated, hard-working individual to help maintain our beautiful building. Job includes housekeeping, groundskeeping, and light maintenance responsibilities. Part time, up to 25 hours per week. Flexible schedule, paid vacation. Starting wage \$16 per hour.

Job Description

Under the supervision of the library director, the facilities manager performs a variety of services in support of building operations, such as

Housekeeping:

- 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.
- Clean and sanitize toilets, urinals and sinks daily.
- Make minor repairs, including plumbing and equipment, as needed.
- Vacuum all carpeted areas daily.
- Wet mop linoleum and tile surfaces daily.
- Set up the meeting room for programs and meetings.
- Strip, wax and buff linoleum surfaces as needed.
- Dust shelving units (behind books and tops of units)
- Dust counter, cabinet tops, furniture, and computers
- Wash table and computer desk tops
- 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
- Maintain break room facilities
- Maintain clean and neat janitor's closets
- Wash walls as needed
- Additional duties as assigned

Grounds & Maintenance:

- Keep sidewalks clear of leaves, debris, snow and ice
- Pull weeds, prune and mulch
- Mow/fertilize grounds

- Maintain the irrigation system, including spring startup, overseeing fall shut down, and replacing components
- Lower and raise flags
- Clean gutters
- Check building for structural problems regularly
- Plant flowers and maintain flower beds
- Maintain parking lot markings as needed
- Additional duties as assigned
- 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
- Monitor repair and maintenance supply inventory for reordering purposes
- Additional duties as assigned

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
- 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