

NEW CANAAN LIBRARY FACILITIES MANAGER (PT-29 HOURS)

Enrich the town's intellectual and cultural life by providing free and convenient access to information, fostering lifelong learning, and encouraging the exchange of ideas

Our Values

- Commitment
- Service
- Excellence

Role Purpose:

This role is responsible for:

- General management and oversight of Library facility and properties
- Troubleshooting of all building facilities systems
- Managing/ coordinating all external contractors to ensure cleaning and maintenance of all building and grounds
- General maintenance work inside and outside library facilities and surrounding library properties; including small repairs, snow removal, de-icing walk ways, sweeping and watering of landscape plantings
- Performs daily meeting and program room set up
- Maintains inventory and daily/weekly ordering of custodial and building supplies within allotted annual budget
- Other duties as assigned e.g.: custodial duties / cleaning

Responsibilities:

Deliverables:

- Building and grounds are well maintained and clean at all times
- Safety inspections and routine maintenance are performed according to schedule
- Meeting spaces are configured correctly for activities throughout the work day
- Custodial supplies are well managed and within budget.
- Restrooms are checked throughout the work day for cleanliness & supplies
- Safe access to building and grounds is maintained in all weather conditions

Key Functional Relationships:

Internal

- Executive Director
- Contract Maintenance staff
- Department heads
- Program staff

External

- External contractors / vendors
- Library patrons
- Outside Contractors
- Town departments (i.e.: fire marshal, public works)

Accountabilities

- All Facilities are clean, well maintained and safe
- Coordination of room set up (meetings & programs)
- Oversight and scheduling of all systems maintenance

Skills and attributes

- Working knowledge of HVAC, electrical, mechanical and plumbing systems preferred
- Good interpersonal skills
- Excellent time management and ability to work independently to a high standard.
- Computer literacy including Microsoft office / email
- Strong written and verbal communications skills
- Able to be flexible with scheduling as required

Competencies

- Ability to develop and maintain effective working relationships with a variety of people inside and outside the library
- Able to independently plan, organize and complete assigned duties and work effectively
- Negotiate and maintain contracts with external services
- Effective communicator
- Able to assume responsibility as delegated
- Able to ascend or descend ladders and stairs; and to stoop, kneel, crouch and crawl
- Able to seize, hold, grasp, turn, or otherwise work with the hands
- Able to lift objects of up to 60 pounds, push and pull heavy objects of up to 250 pounds with the use of trucks, carts or dollies, and regularly lift and carry up to 40 pounds

Qualifications and Experience

Experience as a facilities manager/ building superintendent or tradesman / contractor or equivalent experience

29 hour work week with variable schedule

Starting hourly rate \$25-\$28