



LICKING COUNTY LIBRARY

Job Description Building Services Manager

Department: Building Services
Reports To: Executive Director
Job Classification: Managers; Full-Time Staff Member; 37.5 hours/week; Exempt;
Salary Range: \$30.15-52.76/hour; Fringe Benefit Eligible; OPERS Retirement

Mission: *To enrich lives and communities through universal access to knowledge, lifelong learning, literacy, and cultural experiences.*

Job Summary: Serving as a member of the Library's Leadership Team, the Building Services Manager is responsible for keeping the Downtown Newark, West Newark, Utica and other Library owned facilities (including library grounds) clean, safe and in good working order according to established Library policies and procedures. The Building Services Manager is also responsible for the management of the Building Services staff, basic carpentry, plumbing, and preventive maintenance on HVAC system and other electrical repairs. Other Licking County Library System branches, not owned by the library, may require minimal maintenance assistance.

Personal & Professional Attributes: All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

Core Technology Competencies: All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

General Requirements: Along with the commitment and desire to provide excellent service to library customers, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external customers. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma or equivalent required.
- Associates degree preferred or an equivalent combination of education, experience, and training related to building and grounds, maintenance operations, mechanical work and preventive maintenance on HVAC systems.
- Supervisory experience and/or training preferred.
- Valid driver's license and access to a vehicle to provide own transportation when participating in off-site Library business and Library van is not available.
- Must be insurable by the Library's insurance carrier.
- Must successfully pass a background check and pre-employment drug screening.

Minimum Knowledge, Skills, Abilities, and Other Characteristics:

- Ability to lead, supervise, and motivate employees.
- Ability to read and interpret blue prints, plans, and specifications.
- Knowledge of building maintenance including mechanical, basic carpentry, electrical, plumbing, and other systems.
- Knowledge of custodial, grounds keeping, and maintenance equipment, tools, and work methods.
- Understanding of facilities construction and contracting processes and procedures.
- Ability to perform all Building Services staff duties.
- Ability to perform the physical activities associated with this job including the strength to lift and move materials weighing 50 lbs.
- Ability to establish and maintain effective relationships with customers, staff, and the general public.
- Ability to recognize and respond to potential dangers to customers and staff.
- Knowledge of and willingness to follow and enforce Library policies, procedures, and techniques.
- Excellent verbal, written, and telephone skills.
- Ability to follow verbal and written instructions.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to operate Library computer terminal and other equipment.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to maintain confidentiality of information handled.
- Ability to organize and prioritize workload.
- Flexibility in scheduling in regards to lunch breaks and length of work day.

Essential Duties:

- Supervise Building Services staff and ensure duties are performed properly and in a timely manner.
- Presents a positive image of the Library in attitude, communications, and appearance while performing duties in both the public and staff areas and demonstrates a professional, positive, cooperative, team-oriented working relationship with others.
- Prepare schedule for Building Services staff, approve vacation requests, and edit and approve timecards.
- Oversee contracted maintenance services and communicate with vendors to resolve problems with building repairs and upkeep.
- Ensure maintenance and upkeep of electrical, plumbing, and HVAC system.
- Implement preventative maintenance and repairs for building, grounds and equipment.
- Participate in department staff hiring, evaluation, and train staff how to perform the duties according to standardized procedures and follow and implement Library policy.
- Ensure that meeting rooms and public spaces are prepared for special events, meetings, etc.
- Order supplies for the Building Services Department.
- Coordinate quarterly departmental meetings.
- Delegate tasks among department staff members.
- Inform staff of library policies and procedures.
- Coordinate with other departments the flow of building maintenance and repair work orders.
- Collaborate with department heads to coordinate and prioritize Library building maintenance and repairs.
- Maintain safety and security of building and grounds.
- Assist in maintaining compliance with OSHA and BWC rules and regulations as applicable.
- Assist in conducting safety training for employees.
- Participate in training new hires that are going through the Onboarding Program.
- Ensure Building Services area is neat and orderly.
- Respond to facility emergencies during all hours.
- Perform the duties of driver as needed.
- Perform repairs to equipment.

- All other duties as needed or as assigned.

Additional Duties:

- May attend library continuing education activities or represent Library at conferences and area events such as Safety Congress, Safety Council Meetings, etc.
- May represent library at community outreach events such as parades, festivals, etc.

PHYSICAL DEMANDS WORKSHEET

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
Lifting	Yes	Throwing	No	Hearing	
Maximum Weight	50lb	Sitting	Yes	Conversation	Yes
Pushing	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	Vision	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
Reaching		Kneeling	Yes	Perception	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
Hazards				Staff Room	Yes
Machines	Yes	Operate		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

Understanding & Agreement: The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

Revised: September 22, 2015

Board Approved: September 7, 2012

Revised: December 18, 2024

I understand and will effectively perform the duties & requirements specified in this job description.

Employee

Date