

## Manhattan Public Library Job Description

Job title: Facilities Manager  
Department: Maintenance  
Exempt: Yes

Salary grade: S  
Reports to: Library Director  
Supervisory responsibilities: (2 FTEs)

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**Summary:** Responsible for maintaining systems and equipment in clean, orderly, and functional condition. Obtains quotes and bids. Writes and updates instruction manuals. Trains staff on some emergency procedures related to facility equipment and systems. Performs intermediate plumbing, carpentry, general repairs, and grounds maintenance. Responds to emergency situations, such as power failure, plumbing, heating, or vandalism. Supervises custodial staff and performs regular cleaning duties.

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### Mission

Manhattan Public Library enhances quality of life by connecting the community to information and innovation and providing a welcoming, safe, and fun place for all.

### Vision

At Manhattan Public Library, we acknowledge the past to inspire a better tomorrow.

### Values

**Community:** Manhattan Public Library is committed to strengthening the Manhattan community through shared experiences and dialogue.

**Intellectual Freedom:** Manhattan Public Library supports everyone's right to freely access information in order to form their own unique thoughts and opinions.

**Inclusion:** Manhattan Public Library strives to include all community members in its programs and to reflect the diversity of Manhattan identities in its resource collections.

**Hospitality:** Manhattan Public Library is dedicated to creating a friendly and welcoming space for all.

**Public Service:** Manhattan Public Library believes that public libraries are an essential public service, and Library staff are proud to serve the Manhattan community.

**Access:** Manhattan Public Library strives to make its building, programs, and collections accessible to all.

### Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

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### Essential competencies that apply to all library employees:

- Demonstrates enthusiasm for providing service excellence.
- Shows commitment to customer satisfaction.
- Develops and maintains positive relationships with internal and external customers.
- Represents the library in a positive and ethical manner.
- Works cooperatively with managers and co-workers.
- Demonstrates a commitment to diversity, equity, inclusion, and belonging.
- Provides equitable service to all library users.
- Shows a capacity for grasping concepts and asks questions to gain further understanding.
- Communicates effectively orally and in writing.
- Effectively uses computer/technology skills for the position.
- Cross-trains in other areas of the library as appropriate.
- Completes work assigned on time and to the defined quality.
- Demonstrates prompt and regular attendance.
- Shows that essential job functions can be performed with little or no supervision.
- Complies with library policies and operational procedures.

- Complies with safety and security standards; keeps workplace safe and clean.
- Shows flexibility and adaptability.
- Shows initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

**Essential Leadership competencies that apply to supervisors, managers and directors:**

- Demonstrates good judgment and effectively solves problems within the library's established policies and procedures; utilizes operational knowledge to make sound decisions; weighs costs, benefits, risks, and chances for success; anticipates possible problems and develops contingency plans.
- In consultation with the library director, guides department or department in alignment with library strategic goals and objectives; ensures execution of efficient processes to maximize all library resources.
- Responds to complaints and grievances in a professional and courteous manner.
- Effectively communicates department activities internally and externally.
- Develops and models standards for internal and external customer service excellence.
- Trains and oversees staff within area of responsibility. Follows up to provide support and learning reinforcement.
- Clarifies subordinate roles and responsibilities; motivates employees to perform; assigns and delegates work effectively; applies consistent performance standards and expectations; handles performance problems decisively and objectively; leads by example.
- Establishes priorities and deadlines for work assignments.
- Ensures adequate staffing and scheduling to support priority goals and objectives.
- Creates a culture of support, provides pathways to success and removes obstacles that impeded success.
- Assesses the knowledge, skills, attributes and needs of staff in order to plan, provide and evaluate training.
- Allows subordinate employees opportunities to learn new skills.
- Maintains all types of records including library statistics, operational procedures, and budgets.
- Maintains confidentiality of personnel and patron information and records.
- Demonstrates support for policies and procedures established by administration or the board of trustees.
- Consistently enforces library personnel policies and procedures.
- Makes hiring and promotional recommendations and decisions.
- Makes recommendations regarding the performance of employees who perform poorly.
- Monitors and documents subordinate employee performance, milestones, and progress.

**Essential duties:**

- Oversees the daily workflow, scheduling, and assignments of custodians.
- Conducts performance evaluations that are timely and constructive.
- Performs cleanings duties, rotating assignments among custodians.
- Ensures assigned equipment is in proper working order and available for use.
- Receives, manages, and processes work order requests; ensures problems are resolved quickly.
- Ensures assigned facilities and equipment are ready for regular business and special events.
- Plans, organizes, and executes projects related to maintaining the facility.
- Acts as liaison between employees and outside contractors needed to resolve specialized problems.
- Oversees large construction projects that expand or enhance the facility.
- Inspects and performs maintenance on assigned equipment and facilities.
- Monitors HVAC systems through a vendor web-based software.
- Maintains grounds and landscaping including regular mowing.
- Maintains physical spaces, ensuring a safe, clean, and functional environment.
- Drafts and implements preventive maintenance schedules for buildings and equipment.
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Maintains the inventory, storage, and distribution of supplies and equipment.
- Provides recommendations for purchases of new equipment.
- Oversees and inspects purchases, construction and repairs, preventive maintenance, repairs and routine inspections of building infrastructure, including walls, ceilings, doors, windows, hardware, and roofs.
- Prepares bid specifications for supplies and contracted services and maintenance which includes all building services.
- Negotiates contracts, initiates purchase orders.
- Plans and schedules inspections.
- Applies for, or assists with applications, of required permits.

- Maintains the building and grounds in compliance with federal, state, and local laws.
- Prepares short-term and long-term facilities plans.
- Ensures safety standards are followed throughout facility.
- Collaborates with other appropriate management staff.
- Participates on emergency preparedness and security team.

**Budgetary responsibilities:**

- Identifies budget needs.
  - Works within an established budget.
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**Education desired:**

- Associates degree; Bachelor's degree preferred.

**Experience desired:**

- Two years' related experience managing a facility of similar size and use, and similar equipment preferred.
- Supervisory experience.

*A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.*

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**Special knowledge, skills, and abilities needed to perform the essential functions of the job:**

- Advanced ability to write instructions manuals, maintain accurate records and write specifications for quotes and bids.
- Knowledge of basic HVAC systems, plumbing, carpentry, and grounds keeping.
- Ability to perform simple carpentry and plumbing repairs.
- Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
- Ability to maintain basic records and warranties.
- Ability to understand written directions in manuals and on manufacturer websites
- Intermediate ability to operate a PC and relevant computer software.
- Ability to maintain all types of records including staff personnel records and monitor budgets.
- Demonstrated advanced ability to apply appropriate techniques to determine service needs and to see that they are met.
- Knowledge of management and supervision principles.
- Possession of a valid driver's license for local travel.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.

**Physical and mental factors needed to perform the essential functions of the job:**

- Operate standard office equipment including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Ability to operate industrial cleaning and lawn care equipment.
- Tolerance for dirt, dust, and mold.
- Must be able to perform work in a variety of weather conditions.
- Move items weighing up to 20 pounds.
- Move carts weighing up to 200 pounds.
- Remain in a stationary position for extended periods of time.
- Move about to access work space, file cabinets, shelving, office machinery, to access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Communicate in order to express oneself and exchange information.
- Maintain composure when dealing with difficult interactions with people and in difficult situations.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.
- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, communicate, and complete tasks in situations that have a speed or productivity quota.

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

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Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERS).

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