



## **Facilities Manager (Grade 66)**

Portland Public Library (PPL) is currently seeking a Facilities Manager.

Reporting to the Director of Finance, this position leads the facilities team in building management, repair, and cleaning five library branches and is based in the Downtown Library. The Facilities Manager supports library operations to maintain a clean, pleasant, and safe environment for library patrons and staff.

The Facilities Manager develops processes and plans for workflow, services, and projects, including major capital improvement projects. The manager works in conjunction with the City of Portland, Maine as well as the Director of Finance to ensure projects are handled efficiently. The work is managerial in nature, with overall responsibility for the department's operational policies, procedures, and evaluation of services.

This position supervises, trains, plans and evaluates performance of all facilities staff and ensures efficient day to day building operations.

### **Nature & Scope of the Position**

1. Supervises and coordinates the schedules of facilities staff and van deliveries; supervisory responsibilities include assigning tasks, communicating relevant information regarding library events and activities, training, and carrying out performance evaluations.
2. Coordination responsibilities include scheduling maintenance for all activities that involve the buildings, including opening and closing, responding to police or fire alarms after hours, building inspections, etc. and overseeing the delivery of materials to the branch libraries. Along with the Director of Finance, plans for long range building projects.
3. Responsible for library maintenance and repair activities that ensure the library is clean, safe and comfortable for patrons and staff. This includes carrying out OSHA mandates and keeping updated on OSHA and ADA facilities compliance and changes.
4. Ensures that Material Safety Data Sheets are current throughout the library system and must be able to identify and take appropriate steps to handle problems—including determining whether repair work can be handled internally and when outside assistance is required. Typically, this responsibility will involve the following tasks: check, test, adjust, or repair equipment; replace light bulbs; check circuit breakers; minor plumbing or electrical repairs; assemble or repair furniture; maintain landscaping; draining pipes, snow removal; painting or repairing building surfaces.
5. Responsible for the ongoing performance of routine cleaning and library operations functions. Cleaning functions include coordinating the activities of the facilities staff and contract cleaning services, if applicable, to ensure that the library is kept clean and safe. Tasks include sweeping,

mopping, stripping, waxing and polishing of floors; dusting and vacuuming public areas; collecting and removing trash and recyclable materials; washing windows; cleaning restrooms, etc.

6. Library operations functions include setting up meeting rooms and the auditorium, receiving, and delivering packages within the building and moving furniture and equipment.
7. Monitors the performance of various building systems to determine if they are operating properly. If problems are detected, judgment must be exercised to determine if service or repairs by technicians are required, or if a simple adjustment can be made. Such systems include HVAC, elevators, fire protection, gas, electric and water utilities.
8. Assists in special projects as necessary, such as moving furniture or equipment at the branch libraries, setting up for special events such as book sales, receptions, gallery shows, or assembling / disassembling shelving.
9. Provides emergency backup to the Library Safety team.
10. Seeks opportunities for personal and professional development for self and Team.

### **Basic Qualifications**

This position requires a high school diploma or equivalent, 5 years of experience in Facility Management, including supervisory and/or management experience, as well as experience in maintenance, or any combination of experience and training which provides the following:

- Ability to organize, prioritize, and work independently.
- Ability to balance routine tasks with emergent tasks.
- Demonstrated capacity to direct the work of others
- Ability to maintain a schedule of various tasks and functions
- Ability to maintain a calm and cooperative attitude to patrons and staff in often stressful situations.
- Strong work ethic and service orientation.
- Knowledge of OSHA and ADA requirements helpful. Commitment to strong safety practices.

### **Work Environment & Physical Demands**

- This position requires some lifting, extensive walking, and good physical stamina to perform duties noted above.
- This position includes physically demanding tasks. For example, lifting and carrying boxes up to 50lbs. and shoveling snow.
- Requires exposure to potentially harmful working conditions such as in and around machinery, climbing ladders, working on rooftops and use of cleaning agents, paints and solvents.
- Sometimes involves working with the public in a library setting

## **Compensation & Benefits**

This is a union-represented, full-time, 37.5 hours per week onsite position, normally scheduled to work Monday - Friday. Starting pay range \$29.13/hour to 32.16/hour depending on experience; there is a step schedule.

Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

## **How to Apply**

To apply, please send your resume, letter of interest, and three professional references via email at [careers@portlib.org](mailto:careers@portlib.org).

Mailed applications may be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

Initial consideration will begin June 2, 2023.

## **About PPL**

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.