

POSTING DATE: September 1, 2010

JOB TITLE: Head of Buildings and Grounds

JOB LOCATION: Main Library

HIRING RANGE: \$37,000 - \$55,000
(Benefits Package Available)

**QUALITIES NECESSARY TO
SUCCEED IN THIS POSITION:**

- 1) Ability to work independently and exercise excellent judgement.
- 2) Must be able to communicate effectively, both verbal and written, with staff, contractors, and vendors. Supervise 4 part-time custodial/maintenance staff.
- 3) Knowledge of, and experience with operations, procedures, performance of various systems including plumbing, HVAC, electrical, security, etc.

PURPOSE OF POSITION:

Organizes and supervises assigned tasks in specific area of responsibility, requiring the exercise of independent judgement; applying skills and knowledge in providing maintenance of buildings and ground for all library locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not all inclusive)

1. Monitor, on a regular and continual basis, the physical condition of furniture, equipment, buildings and grounds of the main branch libraries (both interior and exterior) and all other facilities or property owned by the library, including:
 - a. Roofs – gutters, drains, leaks.
 - b. Windows
 - c. Painting (interior and exterior) and minor drywall repair.
 - d. Snow and ice removal
 - e. Lawns and landscaping
 - f. Parking lots and sidewalksCheck conditions regularly and note problems. Maintain and make repairs (or direct others to do so) to all facilities and properties as needed. Contract outside services for maintenance and repair as needed, and monitor their performance.
2. Maintain inventory and tagging system for all furniture and equipment
3. Monitor, on a regular and continual basis, the performance of all electrical, mechanical, plumbing, and security systems of all library properties, including:
 - a. Plumbing – drains, leaks, operation of sump pumps, water heaters, etc.
 - b. HVAC – filters, oil and lube, operation of boilers, etc.
 - c. Electrical – ballasts tubes, timers, batteries, etc.
 - d. Elevators
 - e. Security and alarm systemsCheck conditions regularly and note problems. Maintain and make repairs (or direct others to do so) to all systems. Contract for outside services for maintenance and repair as needed, and monitor their performance. Maintain accurate and complete records of maintenance and repairs performed.

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4. Supervise part-time maintenance staff at main and branch libraries:
 - a. Hire, train, evaluate staff
 - b. Schedule their assignments
 - c. Direct and monitor their performance
5. Monitor the performance of cleaning services at main and branch libraries, and resolve any problems.
6. Monitor maintenance supplies and equipment:
 - a. Provide appropriate security for library property
 - b. Monitor use
 - c. Re-order, replace or add items, as needed
7. Maintain (or direct others in doing so) the cleanliness and orderliness of:
 - a. Garage
 - b. Maintenance storage rooms off garage
 - c. Mechanical and electrical rooms
 - d. Janitor's closet
 - e. Book storage room
 - f. Elevators A and B
 - g. Stair C
 - h. High dusting of light fixtures, etc.
 - i. Other storage facilities
8. Obtain water samples at branch locations as required by IDEM.
9. Perform (or direct others in performing) other duties as required or as necessary, including:
 - a. Relocate or transport boxes, materials, equipment, furniture, etc.
 - b. Load and unload vehicles
 - c. Clean and maintain vehicles
 - d. Set up and dismantle furniture in meeting rooms
 - e. Trash and recycling pickup and removal
 - f. Other duties as assigned
10. Cooperate with all staff in performing any duties essential to providing quality customer service and the achievement of all library objectives, goals, and mission in conjunction with the Strategic Plan.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

KNOWLEDGE, CRITICAL SKILLS AND ABILITIES:

1. Education - Bachelor's or Associates Degree preferred;
2. Knowledge of, and experience with, the operations and procedures involved in the maintenance and repair of buildings and grounds.

3. Ability to organize and supervise.
4. Ability to effectively use computer equipment.
5. Ability and/or willingness to learn to use word processing and spread sheet software.
6. Ability to analyze problems and to effectively solve or make recommendations for their solution.
7. Ability to define problems, collect data, establish facts, and draw valid conclusions.
8. Ability to prioritize and organize work.
9. Ability to work independently.
10. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, quickly and accurately.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
12. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstracts and concrete variables.
13. Ability to write reports, business correspondence, and procedure manuals.
14. Ability and willingness to become familiar with library services, programs, collections, and procedures.
15. Ability and willingness to learn library policies, procedures, routines and duties and the ability to interpret these in a responsible manner.
16. Ability to communicate effectively, both verbal and written, with staff and the public.
17. Ability to work harmoniously and effectively with other staff members.
18. Ability and willingness to accept direction.
19. Ability and willingness to work a flexible schedule, including evenings and weekends as needed, and to be available for and respond to, emergencies.
20. Hold a valid Indiana driver's license.
21. Ability to sit or stand for prolonged period (1 or more hours).

OTHER SKILLS AND ABILITIES:

1. Knowledge of, or experience with, library routines, procedures and duties.
2. Travel to library meetings or workshops as needed or requested.
3. The employee must be familiar with, or able to learn to function with all equipment and systems for library facilities and properties in order to perform job functions, including, but not limited to the following:
 - a. Library automation system, personal computer, printer, scanner, etc.
 - b. Internet
 - c. Telephone system
 - d. Photocopier
 - e. Fax machine
 - f. Lawn equipment
 - g. Vacuum cleaner
 - h. Snow blower
 - i. Furnace filters
 - j. Fire extinguishers
 - k. Fire alarm or security alarms
 - l. Power tools

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.
- *Work Environment:* While performing the duties of this job, the employee occasionally works near moving mechanical parts, and is regularly exposed to wet and/or humid conditions and extreme cold and room temperature changes. The employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to high.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

Note: This is a 40-hour per week position, normally days, but including evenings and weekends as assigned. This position may also include traveling to library meetings and workshops as needed.

CONTACT INFORMATION:

Send required application form, resume and references to Cindy Lane, Human Resources, La Porte County Public Library, 904 Indiana Avenue, La Porte IN
e-mail contact: clane@lapcat.org