

MAINTENANCE SUPERVISOR

NATURE OF POSITION

Supervises and trains staff engaged in maintaining and repairing the equipment, structures and utility systems, buildings, and grounds of the Bay County Library System. Working supervisor in the areas of troubleshooting, problem resolution, and preventative maintenance. May occasionally be required to perform maintenance duties in emergency situations or when regular staff is absent. Reports to the Assistant Director.

SCOPE OF RESPONSIBILITIES

- ❑ To take administrative leadership of Maintenance Department
- ❑ To supervise and train Maintenance staff
- ❑ To oversee new construction and renovations of BCLS buildings and grounds
- ❑ To oversee cleaning, maintenance, and repair of BCLS buildings and grounds
- ❑ To prepare and monitor Maintenance & Building and Grounds budget accounts
- ❑ To interact with vendors, contractors, and external organizations
- ❑ To initiate and monitor suitable building security and safety measures
- ❑ To oversee the phone system at all locations.
- ❑ To participate in departmental meetings, library-wide committees, professional association activities, and training opportunities
- ❑ To advise the assistant director and director on all matter that pertains to the buildings and grounds.
- ❑ To attend (and report at if necessary) regular and special board meetings, construction planning meetings, and other pertinent planning meetings as needed
- ❑ To serve as the ADA compliance representative for BCLS
- ❑ Perform other duties as assigned

FUNCTIONS

1. Supervises the Maintenance staff: recommends for hire, discipline, or discharge; trains, sets schedules, establishes procedures, assigns work, communicates information, evaluates staff, works to motivate and enhance staff work performance
2. Adheres to, and promotes, library contracts, policies, and procedures
3. Oversees library construction projects: interacts with construction manager, architect, general contractors, and vendors to ensure that projects are completed as specified
4. Oversees the operation of all building equipment: HVAC systems, security systems, and fire systems; manages for acceptable conditions and energy cost control, works to minimize equipment life cost
5. Inspects buildings and equipment for upkeep, repair, preventative maintenance or replacement; establishes and maintains appropriate preventative maintenance

- schedules; identifies long-range facility maintenance needs, and assures that preventative maintenance schedules, records, and reports are completed
6. Prepares budget recommendations; monitors accounts in consultation with the Assistant Director; authorizes repair services within library guidelines
 7. Interacts with vendors and contractors; writes specifications, analyzes bids, negotiates and recommends contracts
 8. Initiates reasonable security measures for protection of library property and equipment
 9. Observes and monitors safety conditions and building code requirements
 10. Performs general administrative duties: prepares budget requests, administers department budget, develops and implements goals and objectives, evaluates effectiveness of systems and workflow, advises administration regarding Maintenance issues, manages special projects
 11. Participates in management team meetings; works with other department heads and staff on system-wide matters, represents library in external organizations
 12. Knows MIOSHA regulations and maintains proper documentation
 13. Oversees MSDS records and maintains proper documentation
 14. May be required to use own vehicle for business travel
 15. Serves as on-call responder for emergencies and arranges corrective action
 16. Performs other duties as required

MINIMUM QUALIFICATIONS

1. A bachelors degree in appropriate business or technical field, or equivalent combination of experience and training. Certification in HVAC systems preferred
2. Four years facilities management experience, with two years at the supervisory level
3. Proven successful experience in working with mechanical, electrical, and plumbing systems, and automated control systems, computers and applicable software
4. Experience working with suppliers, contractors, and vendors
5. Knowledge of custodial cleaning work, supplies, equipment, and procedures
6. Effective leadership skills and supervisory abilities including the ability to problem solve and to communicate clearly and effectively, both in writing and in speech
7. Proven successful experience in planning, budgeting, scheduling, and organizing
8. Knowledge of building safety and code requirements
9. Ability to obtain state certifications in applicable areas such as boiler operation, etc.
10. Ability to frequently bend, twist, lift, maneuver, and carry up to 30 pounds
Occasional lifting of more than 30 pounds