Chillicothe & Ross County Public Library

Facilities Director

Supervisor: Chief Fiscal Officer
Position: FLSA Exempt
Pay Band: F

Position Summary

The Facilities Director oversees all aspects of keeping the library property, buildings, and vehicles safe, clean, and welcoming. The Facilities Director provides overall direction to the Facilities Department and supports administration by recommending, reviewing, negotiating, and implementing contracts and overseeing relationships with local vendors and contractors to perform maintenance and repairs in a timely manner.

Essential Duties & Responsibilities

- Plan, coordinate, supervise, and evaluate the needs and activities of all library facilities and Facilities Department staff.
- Administer in-house repairs of library buildings, grounds, furnishings, vehicles, and appliances.
- Manage maintenance, repairs, installations, and construction by outside firms, suppliers, architects, and engineers.
- Plan and manage large building improvement projects. Work closely with administration to select and evaluate project costs, timeline, and quality of work. Recommends future projects.
- Monitor safety conditions of library property and anticipate future needs to manage risk.
- Report evidence of fire, illegal entry, and theft or destruction of library property, and responds to emergencies when required.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Plan, coordinate and implement regular custodial care and maintenance at all library locations.
- Supervise, train, and evaluate Facilities and custodial staff.
- Develop and maintain maintenance, cleaning and safety records.
- Responsible for inventory control of custodial and maintenance supplies.
- Work closely with library staff to insure resolution of housekeeping and maintenance issues.
- Develop and recommend overall Facilities Department budget to Chief Fiscal Officer and Executive Director. Manage and implement budget, following procurement policy.
- Serve as Prevailing Wage Coordinator.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Bachelor's degree in relevant field or equivalent education and experience. Trade certification desirable.
- OSHA 10-Hour Construction Certification.
- Five years of progressive experience in skilled maintenance or construction management.
- Experience in managing large projects, including reading blueprints, understanding contracts, and other construction documents and familiarity with Prevailing Wage requirements.

- Extensive knowledge of the practices, tools, equipment, and materials used in custodial work.
- Working knowledge of plumbing, electrical, and carpentry principles.
- Demonstrated ability to plan work, train and supervise others.
- Valid driver's license and maintain safe driving record.

Supervisory/Management Responsibilities

Responsible for library alarm responses, including security alerts and fire alarms.
Hire, train, supervise and evaluate assigned staff within assigned department(s) of responsibility.
Manages projects and contractors.

Interaction

Frequent interaction with library employees, patrons, vendors, and contractors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook (email), Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) HVAC controller software, fire and security monitoring software, PC and Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Daily

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

Work Environment

Majority of the work performed in a general office/library setting with occasional hours in the field.

Telecommute Potential: 20%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.