

**White Lake Community Library
Facilities Manager Job Posting
Spring 2024**

The library is seeking a self-motivated, hard-working individual to help maintain our beautiful building. Job includes housekeeping, groundskeeping, meeting room set-ups, and light maintenance responsibilities. Part time, up to 25 hours per week. Flexible schedule, paid vacation, and free telehealth benefit. Starting wage \$16 per hour.

Job Description

Under the supervision of the library director, the facilities manager is responsible for maintaining the building and grounds. Duties include a variety of tasks in support of building operations, such as

Housekeeping:

- Clean and sanitize bathrooms
- Vacuum/mop floors
- Dust/wipe counters, tables, shelves, cabinets, etc.
- Clean mirrors, windows and doors as needed
- Strip, wax and buff linoleum surfaces as needed.
- Spot clean carpets and upholstered areas as needed
- Clean HVAC diffusers and vents as needed
- Set up the meeting room for programs and meetings.

Grounds & Maintenance:

- Keep sidewalks clear of leaves, debris, snow and ice
- Mow/fertilize grounds
- Maintain flower beds, prune trees and bushes as needed
- Maintain the irrigation system, including spring startup, overseeing fall shut down, and replacing components
- Clean gutters
- Maintain parking lot markings as needed
- Make minor repairs, including plumbing and equipment, as needed.
- Coordinate after hours building access to outside contractors for prearranged work and be reasonably available for call-in emergencies

Desirable Qualifications for Employment

An employee in this position should have the equivalent of the following training and experience:

- Prior experience in custodial and maintenance work and/or prior experience cleaning in a public or office setting

- Landscaping experience (care of lawns, shrubs, trees, flowers)
- Ability to work effectively with the public and other staff members
- Excellent written and verbal communication skills
- Ability to safely operate & maintain outside/lawn equipment
- Primary knowledge of computer operating systems and programs is desirable

Physical Requirements

- Physical ability to stand and or walk frequently
- Ability to drive vehicles
- Physical ability to climb ladders to heights of 10 feet
- Physical ability to bend, stoop, kneel, crouch, or squat as needed
- Physical ability to lift and carry up to 50 pounds of weight for short distances
- Physical ability to push or pull various items weighing up to 75 pounds for short distances
- Physical ability to tolerate and utilize required Personal Protective Equipment (PPE) as required