

Job Title:

Facilities Manager

Job Overview:

Seeking a highly organized and detail-oriented Facilities Manager to join our team at the Guilderland Public Library. The ideal candidate will be a positive, responsive, task-master that would be responsible for overseeing the maintenance, safety, and functionality of our library facilities, ensuring a comfortable and welcoming environment for both patrons and staff.

Responsibilities:

Maintenance Management:

- Develop and implement a proactive maintenance schedule for the library facilities, including routine inspections and repairs.
- Coordinate with external contractors and vendors for specialized maintenance services.
- Keep accurate records of maintenance activities, expenses, and warranties.
- Oversee management of custodial, security & maintenance staff.

Safety and Compliance:

- Create and enforce updated safety protocols and ensure compliance with local regulations and building codes that are appropriate to the new facility.
- Conduct regular safety drills and training sessions for library staff to address emergency procedures.
- Collaborate with relevant authorities to obtain necessary permits and approvals.

Space Planning and Utilization:

- Manage the layout and configuration of library spaces to optimize functionality and accommodate evolving needs.
- Oversee the setup and breakdown of event spaces within the library for community programs and activities.

Budget Oversight:

- Oversee and track incoming and outgoing inventory of Library furnishings, tools, machines, etc., used by the patron and/or staff on site and maintain budget for facility furnishing maintenance or replacement of outdated/unsafe (ie: desks, chairs, carpet, filing cabinets, kitchen items, soap dispensers, AC, furnace, fireplace, fish tank, signage, blacktop, outdoor furnishings, etc.)
- Develop and manage the facilities budget, ensuring cost-effectiveness in maintenance and improvement projects.
- Identify opportunities for cost savings without compromising safety or quality.

Team Collaboration:

- Work closely with library staff to address facility-related concerns and provide timely solutions.
- Foster a collaborative and positive working relationship with all departments within the library.

Preferred Qualifications:

- Higher Education or certification in architecture, engineering, construction management or other closely related field and five (5) years relevant construction project management experience.
- Proven experience in facilities management, preferably in a public institution; experience working with DASNY; Previous experience working with construction and construction management practices and procedures.
- Strong knowledge of building systems, HVAC, electrical, and plumbing systems.
- Excellent organizational and project management skills.
- Ability to communicate effectively with diverse stakeholders, including staff, patrons, and external vendors.
- Knowledge of safety regulations and building codes or codes enforcement; Experience dealing with applicable codes, laws, rules and standards regulating design and construction.
- Ability to interpret construction contract documents.
- Experience with Microsoft Office, Google Suite and other technology skills.
- Ability to work with minimal supervision.
- Ability to work effectively in a team environment.
- Applicants must demonstrate an ability to support diversity, equity, access, inclusion and belonging relative to their role.

Minimum Qualifications:

- This is a civil service position and the successful candidate must meet the minimum qualifications for the Building Maintenance Supervisor civil service title (see next page) and be appointed off the exam list.
- There is no current list for this position. The successful candidate will be hired provisionally until the Building Maintenance Supervisor exam is posted. The successful candidate must pass and be reachable to be appointed off the list.

Benefits:

- Salary range \$65,000-75,000, commensurate with experience.
- 37.5 hour work week
- CSEA participation
- Health, dental, and vision insurance.
- NYS Retirement participation
- Opportunities for professional development and training.

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning and supervising the activities of a number of skilled and semi-skilled personnel in a variety of building maintenance and repair. The work is performed under general supervision permitting considerable leeway in planning a preventative maintenance program and in establishing operating standards in keeping buildings and equipment in good condition. Supervision is exercised over a small number of maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and schedules a program of preventative maintenance and repair;
- Assigns maintenance staff to various tasks and determines priority of work;
- Supervises and participates in the maintenance and repair of heating plant equipment and other electrical and mechanical equipment;
- Conducts periodic inspections of building conditions;
- Estimates cost of maintenance and repair projects;
- Inspects and otherwise exercises control over repair and alteration work performed by outside contractors;
- Assists in the preparation of specifications for major repair work;
- Assists in the preparation of annual budget as it applies to maintenance and repair activities;
- Requisitions equipment and supplies according to a prescribed manner;
- Coordinates and lays out seating arrangements, podiums and caters for special events in the building;
- Maintains appropriate records on operations and prepares periodic reports;
- May supervise and perform grounds maintenance work as it relates to the facility buildings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, tools and equipment used in the maintenance and repair of buildings and equipment;
- Good knowledge of the work of skilled tradesmen and ability to direct and inspect their work; Ability to read and interpret blueprints;
- Ability to plan and supervise the work of others;

- Ability to understand complex oral and written directions; mechanical aptitude; good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time, paid experience in large scale building maintenance operations or one of the recognized skilled trades; OR,
- B. Five (5) years of full-time, paid experience in one of the recognized skilled trades or general building maintenance work.

Juris. Class: Competitive

ACCS Adopted: 7/01, Reviewed and readopted by ACCS resolution on 2/10/11

Revised: