

Title: Facilities Manager
Department: Facilities
Application Deadline: November 26, 2023, or until filled
Pay Range: \$53,000 +, depending on qualifications, plus a competitive benefits package

Hours: Full time (38 hours per week)

The Bloomington Public Library is seeking a Facilities Manager that values service, encourages innovation, and can lead our Facilities Department by managing and supervising the maintenance/custodial and security teams along with the facility operations. Facility operations include all mechanical building systems, safety, and structural needs of the library building and grounds. Leading the department includes planning, organizing, implementing, and monitoring all aspects of facility services to meet the goals of the department and library and satisfy the needs of the community and library patrons.

For the next several months, this position will also work closely with the Director and outside construction team as we work to complete a library expansion and renovation project. The project is currently 75% complete and when finished, will result in an additional 25,000 square feet and a two-level parking structure.

The Facilities Manager must be a dynamic, highly organized, flexible individual who can manage several projects concurrently, demonstrate strong communication and technical skills, problem solve, and have working knowledge of all aspects of building and facility maintenance.

This position reports to the Director and serves on the library's management team. The candidate must possess management and leadership skills and be able to work collaboratively with staff throughout the library.

Essential Functions:

- Responsible for day-to-day operation and management of all facets of the Facilities department
- Develop and implement departmental and library-wide goals
- Organize and administer the department utilizing and applying technical expertise and knowledge
- Serve as the project manager for Library construction and maintenance projects completed by outside contractors
- Work effectively with outside contractors
- Determine, schedule, track, and report on regular maintenance, inspections, repairs, replacements, and special projects
- Travel through various areas of the library building and property to visually and otherwise inspect property projects, judge site conditions, review work progress, and review work quality
- Order supplies for maintenance and operation of the library, including custodial supplies and parts for repairs
- Guide and support security staff, modeling non-violent crisis intervention techniques to anticipate and tactfully address people using disruptive, offensive, or inappropriate behavior; suspend patrons from the property as necessary

- Address urgent situations and emergencies pertaining to the operation of the Library during regular work and non-work hours, as required
- Interview, hire, train, schedule, supervise, coach, discipline, and evaluate staff in a union environment
- Instructs staff in appropriate work methods for efficiency and safety, ensuring OSHA compliance
- Evaluate and improve workflow, procedures, and policies
- Attend relevant conferences, workshops, and programs as part of on-going professional development
- Maintain current knowledge of best practices for building maintenance, safety, and security
- Prepare documentation and training tools
- Administer departmental budget, purchasing cost effective supplies and equipment
- Ensure compliance with applicable codes, ordinances, and regulations
- Demonstrate a commitment to public service
- Communicate effectively, both verbally and in writing
- Exercise good judgment
- Use technology to maintain, monitor, and troubleshoot the building and security systems
- Ability to work a flexible schedule

Qualifications:

- Bachelor's degree and/or two years facilities management experience required
- One year of supervisory experience required
- Valid Illinois Driver's License

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Submit cover letter, resume, application (available at <https://www.bloomingtonlibrary.org/media/document/503>), and any other relevant materials by November 26, 2023 to:

Bloomington Public Library
 Attn: Human Resources
 205 E. Olive St.
 Bloomington, IL 61701

or hr@bloomingtonlibrary.org

Bloomington Public Library is an Equal Opportunity Employer.