JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
FULL-TIME HEAD OF FACILITIES AND SAFETY

Position: Full-time Head of Facilities and Safety, 37.5 hours a week, including some early morning, evening and weekend hours, on call for alarms and facility emergencies

This person is responsible for ensuring that the library’s three facilities and premises are safe, clean, and proactively maintained and that the staff is trained and familiar with the operations of the facilities as required. This person is also responsible for overall emergency planning including closed point of distribution functions and coordinating with other agencies to fulfill the library’s role as an essential community service.

Salary: $70,000 to $91,846 per year based on qualifications

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks’ vacation, standard holidays, discretionary holiday; 401A pension upon start with 100% vesting, cell phone and service; employee assistance program; tobacco/smoke free campus

Optional: 457B retirement plan and flexible spending account

Primary Job Duties:
- Inspects the library’s facilities, furnishings, parking lots and grounds on a regular schedule to ensure all areas and equipment are safe, clean and in working order, and resolves issues in a timely manner
- Supervises assigned departmental staff (quality control of customer service, scheduling, time card approval, performance reviews, workplace safety, and emergency preparedness)
- Models best practices in delivering outstanding external and internal customer service
- Promptly acknowledges staff reports of facility-related issues via phone or the facilities help desk system and informs staff when issues have been resolved
- Following the provisions of the Purchasing Policy, develops bid documents and recommends the award of contracts for landscape maintenance, snow and ice removal, cleaning services (e.g., janitorial, carpet and upholstery, and window washing); and equipment maintenance (e.g., HVAC, elevator, fire suppression, generator, automatic doors)
- Manages facilities-related contractors and vendors ensuring contract compliance and performance such as janitorial services, landscape maintenance, and snow removal
- Maintains facilities documentation including maintenance and inspection schedules, MSDS sheets, service logs, contractor contact lists, and basic troubleshooting guides for staff as appropriate
- Demonstrates knowledge of OSHA/MIOSHA health and safety regulations and their application to library facilities management
Primary Job Duties (continued):
- In coordination with the Administrative Assistant carries out the Contractor Insurance Policy to ensure that all contractors carry the appropriate insurance coverage before performing work at the library
- Proposes and monitors the facilities-related budgets including maintenance, repairs, supplies, capital improvements and utilities; reviews and submits for payment related invoices on a timely basis; makes suggestions to minimize expenses
- Develops safety, security and disaster response procedures and coordinates with the Head of Staff Development and South Branch to deliver staff training on a regular basis
- Is on-call 24/7 to respond to and serve as the primary point of contact for building problems and afterhours security alarms
- Participates in monthly department head meetings as part of the senior leadership team
- Responsible for coordinating preventative maintenance and repairs to the outreach services vehicle
- Works with the Head of IT to ensure that the library’s facilities technology systems are secured
- Oversees trash removal and recycling activities
- Oversees public vending machine service contracts
- Performs maintenance and repairs on the automated materials handling system
- Works with the Head of Finance and Benefits to maintain inventory of fixed assets
- Works with the Library Director to develop a facilities life-cycle replacement schedule for major capital projects
- Prepares for emergencies and helps maintain a safe work environment
- Actively listens to and proactively responds to staff suggestions and concerns
- Includes all aspects of the Facilities Assistant position such as:
  - Performs general cleaning tasks such as vacuuming, mopping, power washing, unclogging toilets, cleaning up vomit, etc.
  - Performs general maintenance tasks such as replacing light bulbs and furnace filters, furniture repair, minor electrical and plumbing, painting, etc.
  - Sets up and breaks down meeting room tables, chairs and other equipment on a variable schedule to accommodate a wide variety of events
  - Transports used book donations, supplies, and recycling
- Seeks opportunities for professional growth and development such as IFMA
- Performs related duties as required

Required Qualifications:
- Associate degree minimum; bachelor degree in facilities management or related field preferred
- Certification in electrical, plumbing, HVAC (geothermal) or carpentry preferred
- Three years professional facilities management experience
- Ability to read and interpret documents such as safety rules, library policies and procedures, biohazard handling procedures, and the library’s emergency manual
- Valid driver’s license for traveling on library business
- Strong oral and written communication skills, including the ability to explain mechanical concepts in basic terms
- Experience with Microsoft products and ability to learn systems for HVAC, lighting controls, etc.
Required Qualifications (continued):
- Desire to meet and serve the public
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to work independently, assume responsibility and manage projects to completion
- Able to operate power tools and other equipment as assigned
- Good keyboarding skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic
- Background check required prior to placement

Mental Requirements:
- Is accurate
- Able to maintain confidentiality of library records, administrative and legal matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies, guidelines and procedures

Physical Requirements:
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pulling book carts weighing up to 300 pounds; picking up litter; spreading ice melt
- Ability to work outdoors for prolonged amounts of time in all weather conditions; noisy and potentially hazardous environments with electricity, dust, debris and chemicals
- Ability to climb ladder heights up to 35 feet and use indoor/outdoor power tools and equipment
- Standing or sitting for periods of time

Process: Deadline for applications: Monday, April 1, 2024, 5 p.m. EST
- Interviews anticipated: April 8-12, 2024
- Decision anticipated by: Wednesday, April 17, 2024
- Target starting date: Monday, April 29, 2024

Apply to: Larry Neal, Library Director
- lneal@cmpl.org

Items to submit in a single PDF file (incomplete applications will not be considered):
1. Cover letter
2. Resume
3. Answers to the following pre-interview questions:
   - What do you feel is the most critical responsibility of a Head of Facilities?
   - Describe your experience hiring outside services for facility support.
   - Identify five items at any of the library’s three facilities that you feel need to be repaired, improved, etc. Note the item and location.
4. CMPL Job application
The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.