

Maintenance Supervisor

Direct Supervisor: Library Director
Department: Mead Public Library
Version Date: July 28, 2022
Salary Grade: H
FLSA Status: Exempt



Position Summary:

The primary purposes of this position is to supervise the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

Essential Responsibilities:

1. Performs duties independently with minimum supervision
2. Supervises or performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
 - a. Wash, dust, vacuum and clean Library facility and furniture
 - b. Clean restrooms and maintain supplies
 - c. Maintain interior and exterior plants, shrubbery and holiday decorations
 - d. Dispose of trash and recycle applicable materials
 - e. Set up meeting rooms for programs and activities
 - f. Oversee or assist with snow removal
 - g. Receive and retrieve Library materials and supplies
 - h. Operate and maintain Library security systems and HVAC systems
3. Contacts vendors as needed to ensure robust library services
4. Supervises maintenance of the Library facilities, equipment and grounds
5. Makes purchases on behalf of the library
6. Provides customer service and assistance in the use of Library services
7. Work with IT Specialist on building security systems including security cameras
8. Run networking cable throughout library
9. Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
10. Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
11. Acts as key resource for administration in regards to facilities management
12. Provides input to the Director in the development of Library policies, plans, and goals
13. Offers ideas for improving operational effectiveness or efficiency to management team
14. Reports Library safety and security matters to the Library Director
15. Handles materials and supplies according to MSDS guidelines
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
17. Performs other related work as assigned by the Director

Education & Experience:

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Associate's Degree required.

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Qualifications & Skills:

1. Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.
2. The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
3. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
4. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Above average physical strength and stamina is required while performing the duties of this job.
2. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods.
3. This work also requires lifting, standing, walking and reaching for long sustained periods.
4. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back.
5. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE).
6. The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____