



February 2, 2017

The Farmington Community Library is seeking a reliable, energetic, ambitious and dedicated Facilities Coordinator for its two Library locations. The successful candidate will supervise, direct and participate in the performance of all custodial and maintenance activities. Preference will be given to those with 5+ years of maintenance experience.

Position Available: Facilities Coordinator

Salary Range: \$38,098 - \$62,859 per year

Full-time Position: 40 hours per week scheduled at either Library Branch, contingent on staff needs. Hours will be scheduled to include evenings, Saturdays and an occasional Sunday.

Position begins no later than March 20, 2017.

Fringe Benefits: Excellent

Deadline for Applications: February 19, 2017 by 5:00 p.m.

Interviews for selected candidates: February 27, 2017 at the Main Library, 32737 W. Twelve Mile Road, Farmington Hills, MI.

Please include your cover letter, resume, application <http://farmlib.org/application> :

Please send your information to:
Elyse Streit, Library Director
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
Elyse.Streit@FarmLib.org

Job Summary:

The Facilities Coordinator position serves an integral role to the smooth operation, maintenance, and planning of Library facilities, grounds and equipment. He/she is the direct supervisor of custodial assistants at both branches of the Library. The Facilities Coordinator works with both Branch Heads/Library Director to maintain buildings and cleanliness at a high standard to insure safety of staff and patrons using the Library.

Essential Functions May Include:

- Supervise maintenance staff, including: recruiting, hiring or dismissal, orienting, training, making specific assignments, scheduling, approving time sheets and evaluating staff.
- Plan and implement custodial staff development and safety/training programs.
- Receive Maintenance Service Orders and project requests from Branch Heads and/or Director and allocates custodial staff time.
- Meet regularly with Branch Heads at each location to give an operating or status report.
- Meet with the Director to communicate concerns, plan preventive maintenance and monitor budget expenditures for repair and maintenance supplies and capital repair items.
- Research new construction and/or refurbishing of structural/mechanical components of buildings including references, cost estimates and building codes. Analyzes responses to proposals and recommends bid to Director. Monitors contract compliance and recommends payment.
- Review and negotiate contracts to optimize cost savings.
- Develop preventative maintenance schedule for all equipment, machinery and Library vehicles.
- Develop and maintain relationships with service providers: custodial company; HVAC; elevators; grounds, tree and lawn care; snow removal company; trash collector; electricians; plumbers; and Farmington Hills Department of Public Works.
- Develop, with Administrative staff, any vendor/supply records for items purchased. Procure all building maintenance supplies such as light bulbs, paper supplies filters, etc.
- Monitor/perform interior maintenance and minor repairs: lights and ballasts; outlets; sump pumps; fire alarms; HVAC filters; boiler and chiller operation; adjust zone thermostats; painting; carpentry; and cleaning not covered by contract maintenance service.
- Complete exterior maintenance, as needed: snow removal on all walks and stairs; salt; lawn cutting; and landscape trimming.
- Unload union deliveries of supplies, confirms receipt of order and stores items.
- Prepare meeting room set-ups, per the requests of groups renting the room.
- Conveyor belt (TechLogic) maintenance.
- Prepare an annual report.
- Respond to afterhours calls for alarms and/or maintenance/mechanical/building issues.
- Maintain department files for hazmat, work, repair and purchase orders, time sheet and leave approval, scheduling and other paper work, as necessary.
- Remain current with technology and best maintenance/management practices within the field of building maintenance, especially with regard to energy saving devices, repair/maintenance techniques, building cleaning products, applicable building codes etc. through trade journals, seminars, manuals and/or coursework.
- Assist with delivery of materials between the two Library buildings.
- Deliver orientation on physical plant and emergency operations for Library staff.

Minimum Qualifications:

- High school diploma or equivalent. Preference will be given to applicants with 5+ years of increasing maintenance responsibilities, including some lead supervisory experience.
- Valid State of Michigan driver's license.
- Positive attitude and personality behaviors that support effective relationships with other staff and the public.
- Good communication skills, verbally and in writing.
- Ability to understand and convey Library policies and procedures.
- Ability to work independently, with an adherence to safety procedures.
- Basic computer literacy to use the Library's Intranet and email.
- Able to perform the physical requirements of the job.
- Certifications, such as, building maintenance technician, or certification or license in mechanical, plumbing or electrical systems, is desirable.

Physical Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, up to 20 pounds of force constantly to move objects.

While performing the duties of this position, employee is required to: bend, stand, climb, dig, lift, operate equipment for long periods of time, walk, talk, use hands and fingers, able to reach with hands and arms, able to exert pressure to lighten and loosen large fasteners, stoop, kneel, crouch, crawl, and balance. Good vision, hearing, sense of smell, hand and eye coordination are required.

Employee may be required to perform certain duties while on a ladder, lift or on the roof. As such, employee must be able to tolerate heights in excess of 30'.

Work may be performed in an office environment, restroom, building rooftop, utility and boiler rooms. The employee may be required to wear personal protective equipment. Work is performed day and night, if necessary, in all weather conditions including extreme temperatures. Employee may experience exposure to wet, muddy, icy, and uneven terrain, confined spaces, noxious weeds, and grasses and noise. Employee must be able to tolerate unpleasant odors in the event they are required to clean up bodily fluids.

Able to operate all listed equipment commonly associated with the job.

Equipment Commonly Associated with this Job:

Lawn mower, edger, snow blower, vacuum, electric trimmer, ladder, computer, telephone reception system, office machinery, paper cutter, scissor lift, power tools, conveyor system, hand trucks and book carts, and Library vehicles, among others.