

## **FACILITIES DIRECTOR**

### **Full time position at the Main Library**

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of Facilities Director. This position is responsible for planning and coordinating maintenance, repair, housekeeping, and grounds keeping for all library facilities. The Facilities Director serves as the principal liaison with maintenance vendors and service providers and interacts extensively with other staff members.

#### **As a Facilities Director, a typical day may include the following...**

- ✓ Inspect and troubleshoot library buildings and grounds; recommend improvements to building, grounds and equipment operation and maintenance
  - ✓ Negotiate and administer facility and equipment service contracts
  - ✓ Define the scope of work for facility repair projects; secure bids and recommend contract awards
  - ✓ Schedule and supervise the work of maintenance and repair contractors
  - ✓ Work with architects, engineers, contractors, specialists, library staff, and administration to define scope and details of facility-related projects such as new buildings, expansions and renovations
  - ✓ Participates in the personnel process for maintenance staff, including supervision, hiring and performance management
  - ✓ Perform routine maintenance and repair tasks including painting, carpentry, minor plumbing and electrical repairs, and cleaning
  - ✓ Perform minor maintenance and repair on library vehicles; schedule vehicles for routine service and major repairs
  - ✓ Install, remove, assemble library shelving, furniture and other equipment; assist with meeting room set up at the central library
  - ✓ Monitor and maintain building maintenance supplies
  - ✓ Participate in annual budget planning process
  - ✓ Authorize maintenance and repair invoices for payment
- Perform related duties as assigned

#### **This job maybe a good fit for you if you have...**

Undergraduate Degree with concentration in operations management  
5 years facilities maintenance experience including management/supervision

**OR**

Equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

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#### **OTHER REQUIREMENTS**

- Knowledge of basic carpentry, electrical, plumbing, and related building trades; grounds maintenance practices; cleaning techniques; elevator systems
- Knowledge of HVAC climate control terminology, technology and maintenance
- Knowledge of building security systems, fire alarms, and fire suppression systems
- Ability to read and understand blueprints, wiring diagrams and other facility related schematics
- Familiarity with and ability to use tools and equipment related to facility maintenance and repair
- Ability to establish and maintain good working relationships with management and staff, contractors, and vendors
- Ability to set priorities and work independently
- Ability to operate a large motor vehicle
- Valid driver's license and good driving record
- Travel to various sites within Boone County (branches, etc)
- Ability to deal tactfully and effectively with the public and other staff members
- Excellent interpersonal and communication skills
- Proficiency with computers, the Internet and various software programs

#### **PHYSICAL DEMANDS**

- Medium to heavy work [lifting, pushing or pulling 50-100 lb. maximum]
- Reaching, bending, kneeling, climbing and crouching to perform building maintenance and repair
- Carrying or otherwise moving boxes, equipment, furniture into and out of various buildings
- Handling, manipulating and operating a variety of hand and power tools and powered equipment
- Handling a large vehicle in heavy traffic and on narrow and/or winding roads
- Visual acuity sufficient to read gauges, perform visual equipment and facility inspections, read printed text in a wide range of font sizes

#### **What we have to offer...**

Starting at \$60,112 annually, salary commensurate with education/experience, includes excellent benefits package, which includes Medical, Dental and Vision coverage at no cost to the employee, and participation in the County Employees Retirement System as well as a tuition assistance program.

**If you have what we're looking for in this position, send cover letter (including salary requirements), job application and resume to:**

Human Resources Director  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
[jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410

**Deadline for accepting applications: Until Filled**