

**DATE PREPARED:** MAY 2023

**POSITION:** BUILDINGS AND GROUNDS SUPERVISOR

**CLASSIFICATION:** BUILDINGS AND GROUNDS SUPERVISOR (Grade 15)

**REPORTS TO:** BUSINESS & OPERATIONS MANAGER

**BASIC FUNCTION:** The position of Buildings and Grounds Supervisor is responsible for administering, overseeing and performing the responsibilities necessary to maintain the clean, safe, effective, and efficient operation of physical facilities and library grounds.

**SUBORDINATES:** This position directly supervises the custodial staff and courier.

**NATURE AND SCOPE:** This position reports to the Business & Operations Manager. The incumbent is involved in all aspects of facilities and grounds maintenance and with the general security of the library. The incumbent must work closely with Business & Operations Manager, Director, Department Coordinators, and Branch Supervisors, and maintain contacts with city workers, maintenance vendors, and other providers of maintenance services including contractors. The incumbent generally refers matters of policy or important decision-making to the Business & Operations Manager.

**PRINCIPAL ACCOUNTABILITIES:**

Ensures that all four library facilities and grounds are clean, safe, properly maintained, and in compliance with applicable ADA rules and other standards.

Performs and supervises necessary maintenance of library vehicles.

Effectively supervises maintenance staff and courier.

Provides appropriate safety training for all staff.

Maintains OSHA logs and records.

Interacts with patrons, staff, and business contacts in a courteous and business-like manner.

**ESSENTIAL DUTIES OF THE POSITON:** (Other duties appropriate to the classification may be assigned as necessary.)

Plans, schedules, oversees and performs daily maintenance and custodial work activities and maintains records of such activities;

Cleans, maintains and provides minor repairs for all library buildings, grounds, equipment and vehicles;

Maintains and operates heating, ventilation, air-conditioning and other library systems;

Maintains buildings and grounds including snow removal and lawn and park maintenance or provides for the contracting of these services;

Monitors safety conditions in the buildings and vehicles to eliminate hazards;

Will at times be required to work an irregular schedule to meet the needs of the library when the library is open or closed, especially during or after emergencies or weather events;  
Reports evidence of fire, illegal entry, and theft or destruction of library property, and responds to emergencies when required;  
Supervises custodial staff and courier including, but not limited to, training, evaluation, and scheduling staff;  
Prepares the meeting room for use by patrons and assists library staff with set up of furniture and equipment for meetings and programs;  
Maintains an inventory of custodial supplies and submits supply requests to the Business & Operations Manager for ordering;  
Works closely with the Business & Operations Manager to maintain an accurate inventory of furniture and equipment;  
Works with Business and Operations Manager to maintain an estimated date of replacement for building systems and components for future budgeting purposes;  
Assists Director and Business & Operations Manager with special projects;  
Contacts appropriate repairmen when necessary;  
Obtains bids and supervises major equipment and building repairs and keeps records of dates repairs were completed;  
Provides building security when needed and is first contact for security system;  
Maintains appropriate OSHA records, conducts annual chemical inventory and obtains Material Safety Data Sheets for all chemicals on the premises;  
Provides appropriate safety training, including fire drills, for the staff on a regular basis;  
Prepares annual department budget request for the Buildings and Grounds department;  
Makes deliveries and performs courier duties as needed;  
Other duties as required.

#### **ACCEPTABLE SKILLS, KNOWLEDGE, AND ABILITIES:**

Knowledge of maintenance including, but not limited to, familiarity with mechanical and electrical maintenance and repair; knowledge of woodworking; knowledge of grounds keeping; knowledge to fulfill custodial responsibilities; ability to operate a computer to complete required paperwork; ability to lift up to 50 pounds occasionally and lesser weights frequently, ability to push a loaded cart weighing up to 350 pounds up an inclined walkway, ability to stand and walk continuously, ability to pull, bend, squat, and climb stairs, ability to raise arms above shoulder height and work from a ladder; ability to plan, organize and schedule work; ability to communicate clearly and politely, both orally and in writing; ability to supervise effectively; ability to work effectively and courteously with staff, vendors and other service workers; ability to relate courteously to the public, ability to maintain a neat, clean appearance in keeping with the established dress code.

High school education; valid Ohio drivers' license, good driving record (as described in the Safe Driving Standard policy,) and insurability with the library insurance company is required; should possess at least two years of maintenance experience; some managerial or supervisory experience is preferred.

Any combination of experience and/or training that provides the required knowledge, skills, and abilities will be considered.