



**POSITION OPEN:** Manager – Facilities and Building Services  
(full time)

**DATE AVAILABLE:** Immediately

**SALARY RANGE:** \$82,000 - \$109,000

The Manager – Facilities and Building Services is principally responsible for the planning, coordinating, supervising and evaluating the operational and maintenance programs for all library buildings and vehicles; direct work of all private contractors; plan coordinating and supervising all construction and renovation projects and related work as requested.

The Ferguson Library strives to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

#### **KEY RESPONSIBILITIES:**

- Responsible for hiring, training and supervising all maintenance staff to ensure coordination and support for all public services.
- Provide appropriate training for all maintenance staff on the electronic ticketing system.
- Establish, document and implement standardized operating procedures.
- Ensure implementation of standardized procedures across all library locations to maintain cleanliness, safety and security of all library vehicles, facilities and grounds.
- Develop ongoing communication with Public Services staff regarding work projects that may impact public service spaces.
- Responsible for onboarding and integration of contract security personnel to ensure compliance with library policies.
- Maintain ongoing communication with security staff to mitigate any potential issues that need to be addressed.
- Interface with outside vendors and contractors for maintenance and repairs of all building systems to obtain cost estimates. Make recommendations to review with the Director of Administrative Services.
- Respond to staff requests for room setups for all programs both internal and external, and other building needs, for all library locations.
- Maintains a maintenance schedule for all library vehicles to ensure safe operation.
- Partner with the Director of Administrative Services, Coordinator of Administrative Services and external consultants on capital improvement projects planned at all library facilities.

**QUALIFICATIONS:**

- Associate or Bachelor's Degree or professional certification (CFM) preferred.
- Minimum 5 years of facilities management experience in a public services environment.
- Experience in project management and knowledge of building mechanical systems (HVAC, plumbing, electrical).
- Position requires a flexible schedule to respond to after-hour emergencies and unscheduled repairs, as required.
- Excellent communication skills, both written and oral are essential for the position.
- Demonstrated experience in managing a maintenance staff.

If you are interested in being considered for this position, please submit a resume and cover letter by email to [Apply@fergusonlibrary.org](mailto:Apply@fergusonlibrary.org) with the job title in the subject line.