



Position Title: Building Manager– Full Time

Passionate about historical buildings?

Interested in cleaning and maintaining a 111 year old jewel on the Village Green?

The Rye Free Reading Room seeks a dedicated individual to oversee and undertake the care and maintenance of the building and grounds.

Summary

Under the general supervision of the Assistant Director, the Building Manager is responsible for the overall physical condition of the library's building and grounds. This includes performing daily cleaning duties and maintenance work, liaising with vendors, completing room setups for programs and events, and coordinating maintenance and repairs performed under warranty and contract.

Schedule

36 hours per week, generally 6 am to 2 pm

Evenings and weekends as required, schedule subject to change

Qualifications

- Strong interpersonal skills, demonstrated oral and written communication skills, flexibility, and the ability to handle detail orientated work
- Strong commitment to public service and standards of cleanliness
- Ability to use hand and power tools typically employed for construction, renovation and maintenance of buildings.
- Ability to lift up to 50 pounds; push or pull book trucks or hand-trucks weighing up to 150 pounds.
- Ability to talk, hear, walk, sit, bend, reach, grasp; may occasional need to climb, balance, stoop, kneel or crouch.
- Qualifications in electrical or plumbing a plus
- ISSA or CMI certification a plus
- 1 year or more of experience in building maintenance or building management
- Basic computer literacy skills, including using e-mail

To apply:

Please send a resume and cover letter to [director \(at\) ryelibrary \(dot\) org](mailto:director@ryelibrary.org)

Compensation and Benefits

Annual salary: \$64,935

Benefits include paid time off, paid sick leave, individual medical and dental coverage, and enrollment in the New York State Retirement System.