

We are seeking a skilled and dedicated **SUPERVISOR OF MAINTENANCE (LIBRARY)** to join our team. The ideal candidate will be responsible for ensuring the efficient operation and maintenance of our two branches.

Join our team today as we strive to maintain an exceptional environment through dedicated building maintenance efforts!

Under the general direction of the Library Director, this position supervises the maintenance of buildings, grounds of multiple branches. The work allows considerable latitude for the exercise of independent judgment within the framework of a maintenance program developed by the Library Director and approved by the Board of Trustees. Supervision is exercised over the work of such regular skilled and unskilled personnel who may be assigned to assist with the maintenance work. Subordinates must receive training from the Supervisor or Maintenance in the several trade skills employed in the work. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

Has full responsibility for the regular maintenance of buildings and grounds facilities work. Work includes the scheduling of personnel and requisitioning of materials and supplies as required;

Writes and follows up on RFPs and proposals;

Manage Local, State, and Federal facility grant information to ensure timely submission and compliance;

Supervises the work of building repair projects necessary to maintain facilities and installation of related equipment; Assists in negotiating service contracts when necessary;

Assists in preparing rough plans and specifications for minor building alterations and supervises their execution;

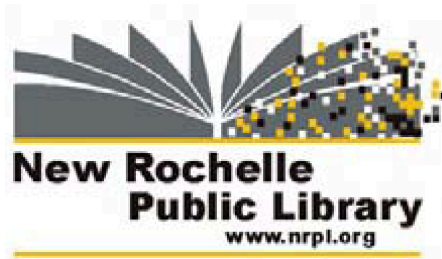
Assists in preparing, recommending and implementing plans for meeting special problems in the maintenance of buildings, grounds, equipment and service facilities;

Plans the work of the maintenance staff to meet maintenance and repair needs;

Prepares annual and daily work schedules, assigns work orders and gives instructions;

Trains subordinates in building trade skills;

Assists in determining budget needs and submits requests to higher administrative authority;



Assists in supervising preparation of records, reports and payrolls;  
Works closely with other department representatives to assure maximum services efficiency.  
May perform other tasks, as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of building and grounds maintenance, operations and repair problems; good knowledge of the mechanical and building trades necessary to the various operational, maintenance, and repair activities; familiarity with the maintenance of various types of building service equipment and facilities; ability to organize and give general direction to a large volume of building and grounds maintenance activities; ability to make rough drawings or sketches and to plan minor alterations; ability to train and supervise others; initiative; good judgment; physical condition commensurate with the demands of the position.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

(a) Graduation from a recognized trade or technical school and six (6) years of responsible combined experience in building cleaning and structure maintenance of buildings and grounds maintenance. Two (2) years must have entailed responsible supervision of plant and building maintenance in a large office, institution or public building; or recreation facility; -or-

(b) Graduation from high school or possession of an equivalency diploma; PLUS ten (10) years of experience in a skilled trade, five (5) of which must have entailed responsible supervision as described in (a) above.

**SALARY:** From \$90,000.00 per year, depending on experience.

**BENEFITS:** Dental insurance, Health insurance, Paid time off, Retirement plan, Tuition reimbursement, Vision insurance.

**SCHEDULE:** The position may require shifts during the day, evening, and weekends, as well as on-call availability, Monday through Friday, depending on the needs of the library.

Apply online at Indeed or by emailing your cover letter and resume to Jean Manning, Administrative Assistant to the Director, [jmanning@nrpl.org](mailto:jmanning@nrpl.org). No phone calls, please.