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## **Position Title: Building Manager– Part Time**

Passionate about historical buildings?  
Interested in maintaining a 110 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 Rye Free Reading Room.

### ***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 liaising with vendors, performing cleaning duties and maintenance work, completing room setups for programs and events, and coordinating maintenance and repairs performed under warranty and contract.

### ***Schedule***

15 to 20 hours per week – generally mornings Monday through Friday.  
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
- 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
- 1 year or more of experience in building maintenance or building management

### ***To apply:***

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

### ***Compensation and Benefits***

Pay Range: \$34.69 - \$41.46 p/h

Starting Rate: \$34.69

Benefits include paid time off, paid sick leave, and optional enrollment in the New York State Retirement System.