



FACILITIES SUPERVISOR

JOB DESCRIPTION

Department: Facilities	Benefits: Yes
Division:	Percent Time: Full-time
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Facilities Manager	Pay Grade: 30

JOB SUMMARY

The Facilities Supervisor performs daily and periodic custodial tasks, and also maintenance tasks as needed by the Library, and ensures all work is completed efficiently and effectively by any direct reports. The Facilities Supervisor is also responsible for maintaining a clean and inviting atmosphere for all visitors and staff in Library buildings and on Library property, owned or rented. A critical component of the Facilities Supervisor's job is to oversee, evaluate, direct, and mentor hourly Facilities staff. This position must exemplify the characteristics of a collaborative, innovative, and resilient work environment and models the appropriate behavior to create and maintain this work culture. The Facilities Supervisor reports to the Facilities Manager.

ESSENTIAL FUNCTIONS

- Performs all daily and periodic custodial tasks as outlined in cleaning schedules.
- Responds to custodial and maintenance requests in a timely manner and updates the Library's ticketing system as requests are completed.
- Performs ongoing facility management checks, including for building maintenance, periodic repair, and capital projects in the absence of the Facilities Manager.
- Spends significant time and energy overseeing hourly Facilities staff, including training, evaluation, scheduling, work flow, and verification of time sheets using independent discretion.
- Holds any hourly staff accountable for any performance issues as deemed appropriate.
- Provides direction to and monitors work performed by contractors and vendors in the absence of the Facilities Manager.
- Meets with Library management and Facilities Manager to plan future facilities installations and updates and then implements those plans.
- Orders and monitors custodial supplies.

- Develops custodial procedures in accordance with best practice, and updates those procedures as needed.
- Monitors building systems and responds to alarms in the absence of the Facilities Manager.
- Installs equipment, shelving, and furniture.
- Contributes to Facilities procedure manuals, including the emergency manual.
- Contributes to short- and long-term Facilities plans and budgets.
- Ensures snow is removed and that Library grounds are maintained.
- Monitors compliance with regulations and ensures the Library meets applicable codes and standards.
- Implements safety practices.
- Maintains up-to-date working knowledge of governmental and industry building codes, safety requirements, environmental requirements, and ADA accessibility.
- Attends department and other meetings as scheduled.
- Purchases supplies as directed by the Facilities Manager.
- Responsible for special projects, their management, and other duties as assigned by the Facilities Manager.
- Other tasks as may be assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

- A minimum of three (3) years of progressively responsible experience in the fields of custodial services, facilities maintenance, or repair/replacement and operation services for commercial or public buildings, grounds, and facilities.
- Experience with or sufficient knowledge of public works contracts and maintenance of public works operations preferred.
- At least one year prior successful supervisory experience preferred.
- Public library experience preferred.
- Bilingual skills (especially Spanish, French, or Chinese) desired.

Knowledge of

- Occupational safety and health and safety precautions necessary in custodial and general maintenance and repair work, accident prevention, and a commitment to a safe work environment.

- Standard tools and equipment used in custodial services, general maintenance and repair work, and building remodeling.
- Facilities and grounds management, including mechanical systems, remodeling, and custodial services.
- Basic maintenance and operation of heating, ventilation, and air conditioning systems.
- Basic electrical and plumbing systems maintenance and repair.
- Applicable laws, codes, and regulations.
- Accurate grammar, spelling, punctuation, sentence structure, and standard English usage; business correspondence formats.
- Thorough knowledge of Library operations preferred.
- Word processing, spreadsheet software, ticketing systems, building operation systems. Experience with Alpha Controls and Spiceworks software desired.

Skills

- Good organizational, interpersonal, and decision-making skills to work effectively with patrons, staff, vendors, and visitors.
- Proficient in planning, coordinating, and directing numerous projects simultaneously.
- Budget preparation and financial tracking.
- Excellent communication skills.
- Dependability, trustworthiness, and honesty.
- Excellent supervisory and oversight skills in order to effectively manage staff.

Ability to

- Complete minor repair and construction work.
- Master complex, detailed routines; manage multiple projects simultaneously.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Demonstrate a strong commitment to excellent public service; work with others in a consistently approachable, cooperative, enthusiastic, and effective manner despite numerous competing requests.
- Execute and contribute to development of departmental procedures.
- Communicate effectively orally and in writing.
- Perceive unit as part of the Library as a whole.
- Employ best practices for employee supervision, including work planning, assignment, review, and evaluation, and the training in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and written materials.

- Clearly communicate orally and in writing, including ability to compose documents, policies, procedures, and instructional guides.
- Demonstrate competency in operating energy management systems and computerized building systems.
- Work a flexible schedule and additional hours beyond those regularly scheduled as necessary to meet the Library's needs, including nights and weekends.
- Project long-range expenditures and manage custodial and maintenance activities.
- Contribute to budgeting process for the Facilities department.
- Work with confidential information and in limited-access areas of the Library.
- Lift materials weighing up to 80 pounds and push fully loaded carts of Library materials on a regular basis.
- Perform tasks under adverse weather conditions.
- Perform safety-sensitive functions in accordance with federal requirements.

Responsible for:

- The safe operation of Library equipment.
- Routine maintenance of equipment used.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Library staff and the general public.
- Frequent contact with vendors and contractors.

SUPPLEMENTAL INFORMATION

Working Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library locations.
- Occasionally, attend professional activities at offsite locations.
- Works in close association with others.
- Work is subject to deadlines and frequent interruptions.
- Visits by and to vendors as needed.
- Standard office setting and visits to and occasional work on project sites.
- Typical work schedule is daytime, weekday hours but may include any hours. The Facilities Supervisor must be willing to work a non-traditional schedule – including frequent evening and weekend hours as required by projects – and is expected to respond to emergencies as needed.

- Works indoors and outdoors.
- The work may involve exposure to and cleanup of bodily fluids using prescribed safety equipment and best practices.
- Works with potentially hazardous chemicals and fumes.
- Occasionally works on ladders.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be met to enable individuals with disabilities to perform essential functions.

Physical Strength and Agility:

- Physical strength and agility sufficient to lift and maneuver up to 80 pounds.
- Ability to climb ladders; reach with hands and arms; crouch, climb or balance; stoop, kneel, or crawl.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, hear, and smell.
- The employee is required to use hands to touch, handle, feel, or operate objects, tools, or controls.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Created: March 2025