

**WARSAW COMMUNITY PUBLIC LIBRARY  
JOB DESCRIPTION  
ASSOCIATE SPECIALIST**

**JOB TITLE:** Facility Administrator  
**DEPARTMENT:** Facility  
**REPORTS TO:** Library Director

**FLSA:** Non-Exempt  
**GRADE:** 5  
**DATE:** January 2, 2024

**SUMMARY:**

Assists the Library Director by overseeing the day-to-day operations of the building and grounds. Promotes and supports the overall mission and strategic plan of the Library.

**ESSENTIAL FUNCTIONS:**

*This class specification lists major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Aligns facility long-range and annual plans with Library Boards' Strategic Plan of Service; supports the Director in implementing policies; develops and maintains cooperative relationships with all staff; communicates proactively and effectively.
- Performs regular inspection of building for preventative and/or immediate maintenance, along with daily, weekly and periodic physical maintenance requirements for the facility. Responsibilities may include repairs, painting, carpentry, electrical, plumbing, and as needed assistance & assignments.
- Oversees maintenance of library grounds and snow/ice removal as required.
- Provides first level response to mechanical or electrical disruption of services including HVAC, lighting, plumbing or other weather-related emergencies disrupting building services.
- Informs/reports Facility Services activities, completes monthly reports and yearly goals within required deadlines.
- Oversees library assets management, including but not limited to periodic statutory testing and inspections; environmental stewardship and sustainability; interior space planning; parking; materials requisition; proactively maintaining and improving building equipment by best practices for value, long-term return on investment and safety; general housekeeping, grounds maintenance and facility systems in a professional, cost-effective manner in accordance and compliance with all legal requirements and regulations, library guidelines and community standards.
- Manages projects and related contracts as needed, including property acquisition, construction, expansion and renovations to ensure an ongoing quality and functionality for a safe, reliable, welcoming library destination.
- Promotes facility safety by overseeing occupant services: health, safety, fire protection, and security. Trains all employees, to respond to emergencies including tornadoes, fire, earthquake and hazardous material spills, elevator response and code ADAM.
- Applies local, state and national guidelines, maintains state required data sheets, and maintains and updates the Emergency Response Contingency Plan.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

High school diploma or GED. Associate's degree in related field preferred. Eight (8) years building maintenance and/or project management experience including three (3) years supervisory experience.

**Required Certificates, License, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid driver's license.

**Required Knowledge and Skills**

Required Knowledge:

- Knowledge of specific building software, library policies and procedures.
- Applicable laws, codes and regulations.
- Knowledge of chemical products to maintain a high standard of sanitation and appearance in public and staff areas.
- Knowledge of concepts, methods and techniques of building maintenance, construction, general plumbing and electrical.
- Records management principles and practices.
- Ability to work well with a variety of diverse individuals.

Required Skills:

- Use of personal computers and associated software.
- Communicating clearly, concisely, effectively in oral and written forms.
- Ability to work proficiently with common hand and power tools.
- Maintaining clean and orderly equipment and work/storage areas.
- Developing and implementing policies, procedures and work standards.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contracted in the course of the work, using tact, discretion and prudence.
- Ability to work independently with minimal supervision and attention to detail required. Using initiative and independent judgment within general policy guidelines.

**PHYSICAL/MENTAL REQUIREMENTS:**

*Physical demands described herein are representative of those required to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, and walk for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person, over the telephone and internet.

**WORKING ENVIRONMENT:**

*Night, evening and weekend work as required.*

Work is performed in an office, building and grounds setting.

Required to be on-call for emergency maintenance and security situations.