

Maintenance Manager

Starting Salary: depending on qualifications and experience

Hours: 40 hours/week Monday – Friday 8 am – 5 pm

Benefits: Paid professional training, educational reimbursement, vacation and sick time, mileage reimbursement

Supervisor: Library Director

Position Description: Maintains the library's mechanical and electrical systems, buildings, and grounds.

Minimum Qualifications:

- High school diploma or an equivalent combination of education training and experience
- Experience in most of the following: basic plumbing, electrical, HVAC, general repairs, carpentry, and grounds keeping.
- Knowledge of OSHA risk reduction standards
- Good communication skills
- Must possess a valid Ohio driver's license
- Basic computer skills
- Ability to physically perform the essential functions below

Responsibilities:

- Oversee maintenance of all library properties: eight buildings and one library van
- Landscaping of library owned properties
- Maintain safety regulations at all library branches
- Maintains HVAC systems (monthly filter changes, etc.)
- Monthly inspection of all facilities (emergency lights, fire extinguishers, HVAC filters, etc.)
- Coordinates carpet cleaning and maintenance bug spraying with vendors
- Recommends vendors to provide care for library facility and grounds
- Paints and repairs walls, doors, furniture, and parking stripes
- Performs preventative maintenance on interior and exterior of Library buildings
- Repairs and/or assembles office equipment, furniture, doors, and shelves
- Troubleshoots and adjusts electrical, plumbing, and related systems
- Reports needs for major repairs/upgrades, consults with Director and/or Fiscal Officer and submits proposals for approval, coordinates contracted services, authorizes payment
- Willingness to problem solve maintenance issues with Director
- Works cooperatively with colleagues
- May be required to answer emergency calls on nights, weekends, and holidays.
- Other duties as assigned

Preble County District Library is and Equal Opportunity Employer. American Libraries subscribe to the democratic American Library Association Bill of Rights which emphasizes serving all people and all viewpoints.

Send Application, Cover Letter, Resume, and References to lauren@preblelibrary.org