



Niles Public Library District

Job Description

Job Title: Maintenance Services Supervisor
Department: Maintenance Services
Reports To: Business Manager
Classification: Grade 3
Status: Exempt

JOB SUMMARY

Under the direction and supervision of the Business Manager, the Supervisor of Maintenance Services is responsible for maintaining the Library's facilities. The work requires considerable mechanical skill, initiative, and independent judgment. Involves staff training, development, and performance evaluation. Includes daily maintenance, special projects, and anticipation of future facility needs. Involves planning, developing, and coordinating building plans to allow operation in a safe and efficient manner.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Responsible for the interviewing, hiring, training, supervising, scheduling, disciplining, and evaluating of all Maintenance Services staff.
7. Responsible for the department budget, records, statistics, and plans, to implement Library needs in a forward-thinking manner.
8. Presents information and alternatives to the Library Board as needed.
9. Researches and contracts with vendors for outsourced projects.
10. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Business Manager.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Has basic computer skills including ability to use Microsoft Outlook for email.

5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot mechanical systems and office equipment.
7. Knowledge of facility maintenance and repairs.
8. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to lift up to 50 pounds. Ability to transport/move heavier weights on occasion.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. High School diploma.
2. Experience in planning, budgeting, and staff development for a maintenance department.
3. Three years of supervisory experience in maintaining a physical plant.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. Has a valid Illinois Driver's License and proof of safe driving record.
2. Has current car insurance, including collision coverage.
3. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.