



Anderson County Library  
300 N. McDuffie St, Anderson, South Carolina 29621  
(864) 260-4500

## **JOB DESCRIPTION**

### **JOB TITLE: Maintenance – Supervisor of Buildings and Grounds**

*Pay Grade:*

*FLSA: Non-Exempt*

### **FUNCTION**

Under the supervision of the Library Director, coordinates the maintenance of all facilities, grounds and vehicles operated by the Library System. Coordinates the maintenance of HVAC equipment, plumbing, electrical systems and waste management to ensure optimal operating results. Oversees the Library System's facility operations while remaining in compliance with local, state and federal regulations. Ensures a safe, clean environment for library staff and its patrons.

### **SUPERVISION RECEIVED**

Works under the supervision of the Library Director.

### **SUPERVISION EXERCISED**

Supervises Maintenance, Grounds and Housekeeping staff.

### **EXAMPLES OF WORK PERFORMED**

*(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)*

- Responsible for supervising the professional and non-professional staff in the Maintenance department, including but not limited to, training, evaluation and conducting of performance reviews and counseling, including making

recommendations for hiring, promotion, merit pay increases, disciplinary action, and terminations that are given particular weight by the Library Director.

- Conducts facility assessments to determine the maintenance needs of the Library System and recommends changes to policies, procedures, goals and objectives.
- In discussion with the Library Director, determines equipment needs for the Maintenance Department and the Library System as a whole.
- Plans and supervises the servicing and maintenance of all equipment and fixtures in library buildings.
- Inspects buildings and grounds to determine areas requiring repair or renovation; is responsible for coordination of related work with vendors and staff, and ensuring timely completion. Documents all work accomplished and notifies pertinent parties.
- Manages upkeep of equipment and supplies to meet health and safety standards.
- Inspects library interiors and troubleshoots equipment; ensures that preventative maintenance is performed on a regular basis.
- Monitors air conditioning and heating control systems (HVAC) and prepares checklists for building controls; replaces HVAC filters as needed.
- Prepares annual budget estimates for Maintenance Department and monitors expenditures and approves invoices submitted for payment
- Coordinates with multiple vendors to purchase needed supplies and equipment.
- Coordinates annual inspecting and testing of fire and burglar alarm system, automatic fire sprinkler system and fire extinguishers with respective licensed service providers.
- Ensures Material Safety Data Sheets (MSDS) Manuals are up-to-date at all locations.
- Ensures the Library System is meeting legal requirements of the (Occupational Health and Safety Administration) OSHA and the Americans with Disabilities Act (ADA) related to accessibility of library facilities, fire and life safety requirements, and appropriate building codes and regulations; advises library administration of necessary action to remain in compliance
- Ensures that Library vehicles are properly maintained and kept in good repair, including the Bookmobile.

- Maintains an ongoing inventory and distribution system; executes equipment audits.
- Supervises the storage of all materials and equipment in proper locations, under suitable conditions for maximum shelf-life and utility.
- Supervises the set-up of meeting rooms per the daily schedule, as necessary.
- Supervises the care of the outside lawn areas of the Main Library building. Regularly inspects staff-assigned work areas to insure proper standards are maintained.
- Supervises/Handles a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; exercises judgment in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; activates and deactivates building alarms and responds to alarm calls during and after regular work hours.
- Maintains clean, safe, and orderly work sites.
- Travels to branches and /or schedules staff to perform maintenance work in branches including: changing light bulbs, repairing plumbing problems, and performing minor repairs.
- Adjusts, cleans and performs minor mechanical work on grounds equipment.
- Responds to requests to clean messes left by patrons.
- Performs minor repairs to buildings and equipment.
- Responds to emergency maintenance requests as required, may include after hours and weekends. Responds to safety and security emergencies, including fire and burglar alarms on a 24-hour-basis at all locations.
- Assists drivers stranded in Library vehicles, as needed.

- May fill in other positions within the Maintenance/housekeeping department.
- Performs other related duties as required.

## **REQUIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) High school degree with two (2) years vocational/technical training in plumbing, mechanical, electrical and building and equipment maintenance or an Associate's Degree with technical training in plant engineering or factory/plant maintenance or commensurate experience; and
- (B) Five (5) years of responsible experience in building and mechanical equipment maintenance and repair.
- (C) Three (3) years supervisory experience.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs.
- (B) Excellent verbal and written communications skills;
- (C) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to work in a team environment as well as independent work.
- (D) Excellent organizational and leadership skills. Excellent project management skills.
- (E) Ability to read and understand complex electrical, mechanical and automation systems.
- (F) Excellent computer skills, including experience with Microsoft Office and the internet; ability to perform detailed and precise work.
- (G) Ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time
- (H) Must possess a valid driver's license or the ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Vacuum cleaners, janitorial equipment, ladders, small hand tools, small power tools.

## **WORK ENVIRONMENT**

The work environment characteristics described here 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 noise level in the work environment is moderate to loud.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to maneuver objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library system.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.**