

**FACILITIES MANAGER**  
(Albany Public Library)

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Executive Director of the Albany Public Library, this is a responsible technical and administrative staff position which entails the overall responsibility for review and development of all new maintenance and preventative programs including maintenance, repair, and building service work at seven library structures and grounds. The incumbent in this position is expected to provide technical expertise in regards to maintenance operations as well as to handle the development of contract specifications, bidding and related building/grounds maintenance. The work is performed under general supervision, with leeway allowed for the use of independent judgment in accordance with established policies and procedures. Supervision is exercised over all maintenance staff.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans and administers a current and long range program for the operation and maintenance of all structural, mechanical and building components of the public library;
- Directs the maintenance and repairs, cleaning and overall upkeep of buildings and grounds;
- Directs, schedules and supervises assigned staff in the safe and efficient operations and maintenance of a public library;
- Makes routine inspections of buildings and grounds, thus ensuring the safe, efficient and economical operation of the libraries;
- Investigates and reports on damage to buildings along with recommendations for repair and prevention;
- Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
- Composes narrative reports concerning progress of maintenance work, future needs and plans, and safety conditions of all buildings and equipment;
- Makes recommendations to administrators on maintenance, construction and repair needs;
- Establishes, directs and supervises the building facilities repair, maintenance and operation program;
- Maintains records of time and material expended, supplies inventory, and projections of workload;
- Maintains records such as specifications, bids, contracts, cost analysis, plans, etc. and prepares periodic reports.
- Administers and inspects the work of outside contractors doing work in connection with maintenance and improvement of buildings and recommends acceptance or rejection;
- Assists in the preparation and justifications of the operations and maintenance budget requirements;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current practices involved in the maintenance of modern buildings and grounds;
- Good knowledge of the tools, terminology and practices of the several mechanical and construction trades;
- Ability to establish and maintain efficient working relationships;
- Ability to understand and carry out complex oral and written directions;
- Ability to plan and supervise the work of others;
- Ability to read and interpret mechanical and building plans and specifications;
- Ability to make or obtain cost estimates for building alterations and repairs;
- Dependability;
- Initiative;
- Resourcefulness;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree or higher in engineering or a closely related field and four years experience in the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc. and three years of supervisory experience over building operations staff; OR

B) Graduation from high school or possession of a high school equivalency diploma and twelve years of experience in the construction, operation and/or maintenance of buildings including experience as described in A) and three years of supervisory experience as described in A); OR

C) An equivalent combination of training and experience as described by the limits of A) and B) above.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.