



Kennebunk Free Library Maintenance Manager Job Description May 2023

The Maintenance Manager is an integral member of the library staff and has a great impact on the success of the library in meeting its mission. The Maintenance Manager is responsible for maintaining a clean, comfortable, and safe environment for library patrons and employees. The Maintenance Manager identifies and reports all problems (maintenance, repair, safety, etc.) related to the library to the Director, and recommends solutions to those problems. The Maintenance Manager performs preventative maintenance work and repairs work on the library's building, grounds, and related equipment and coordinates with vendors and contractors for ongoing and as needed maintenance.

Key Areas of Responsibility

- Arranges, coordinates, and oversees maintenance, repairs, and contracts performed by vendors and contractors including inspections, snow removal, lawn care, fire alarms and extinguishers, elevator, HVAC, etc.
- Performs custodial responsibilities including but not limited to: trash removal and cleaning of restrooms furniture, carpets, windows, counters, woodwork, and railings, as well as clearing exterior walkways of snow, ice and debris in a timely manner
- Performs light construction/maintenance responsibilities including but not limited to: furniture assembly, painting, bulb replacement, plumbing, electrical wiring, computer cabling, lawn sprinkler system, HVAC, etc.
- Prepares and maintains short- and long-term cleaning, maintenance, and construction schedules
- Orders and maintains inventory of cleaning equipment, janitorial, and other building supplies
- Maintains equipment manuals, repair logs, and service and test records
- Assists the Director with budgetary and long-term needs planning
- Assist staff with moving and arranging furniture and equipment for programs, meetings, and decorations
- Runs local errands pertaining to Maintenance Manager duties using personal vehicle
- Perform other related duties as assigned

Skill Requirements and Experience

- High school diploma or equivalent
- Valid State of Maine Driver's License
- Knowledge of skills and abilities in using equipment, materials and supplies in building and grounds maintenance and for minor repairs.
- Computers
- Preferred experience and knowledge of commercial cleaning practices, HVAC systems, fire sprinkler systems, basic plumbing, electrical, carpentry, and painting

Working Conditions

The physical requirements 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. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans.

- Establish and maintain effective working relationships with library administration, staff, Trustees, and volunteers
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Remain in a stationary position for lengthy periods of time

- Transport materials of a minimum of 50 pounds and use ladders up to 28 feet
- Use telephones, computers, printers, scanners, photocopiers, and other office equipment

The schedule is 6:00 am to 1:00 pm Monday to Friday with room for flexibility. The Maintenance Manager may be required to work alternate or additional hours so that they may prepare for special projects, meet contractors and clear snow and ice from walks for patron and staff safety. The person in this position must be able to adjust their work schedule to meet job requirements. He/she responds to building emergencies during and after hours of library operation.

Salary and Benefits

This is a full-time position (35 hours) with an hourly range of \$17.00- \$21.77 based on experience. Health, dental, and vision insurance are provided, with 80% covered by the employer. KFL also offers paid lunches, professional development opportunities, education reimbursements, paid parental leave, a retirement account with an employer contribution, 13 paid holidays, and two weeks of sick leave and two weeks of vacation, pro-rated, in the first year.

Please send cover letter and resume to:

Michelle K. Conners, Director (she/her)
Kennebunk Free Library
112 Main Street
Kennebunk, Maine 04043
or email to kfl@kennebunklibrary.org

Kennebunk Free Library is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We encourage our community to embrace and share their life experiences, inventiveness, innovation, self-expression, and unique capabilities so that we may all better understand and learn from each other. We also embrace our community's differences in age, color, disability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status, and other characteristics that make our community unique.