Job Title: Facility Manager
Hours: Part-time 20 hours per week
Compensation: Pay range of $19.10 - $27.90/hr; sick and personal PTO; simple IRA retirement plan with employer-matching contributions up to 3% and tuition reimbursement after 1 year of employment

DESCRIPTION:
Derby Neck Library is seeking a proactive, experienced, and reliable Facility Manager to manage capital improvement planning, facility maintenance, and ensure a clean, safe, and sanitary environment for our patrons and staff. This position encompasses preventative maintenance planning, facilities management, contractor coordination, and minor custodial services. The Facility Manager will also need to use their motor vehicle to perform messenger duties as required.

The ideal candidate will have an eye for detail, experience with project management and vetting contractors, and a basic knowledge of building systems and oversight. Candidates must be able to maintain professionalism and a courteous demeanor while encountering patrons of all ages from all walks of life in the course of their work.

ESSENTIAL JOB FUNCTIONS:

Facility Maintenance & Custodial Duties

- Supervise and manage biweekly cleaning service
- Supervise and manage weekly Cintas service
- Monitor and address any interior cleanliness/supply issues as they arise between services
- Manage waste removal and recycling
- Assist librarians on duty with daily opening procedures

Building Systems Oversight

- Monitor all critical building systems including HVAC, electrical, plumbing, and roofing
- Coordinate and supervise external contractors for specialized repairs and services
- Maintain service records and ensure compliance with maintenance schedules

Grounds Maintenance

- Supervise and manage landscaping services and snow removal
- Coordinate with outside vendors for fertilization, treatments, and upgrades
- Ensure facility grounds are free of trash and debris
- Maintain cleanliness of exterior walls, walkways, and signage
- Ensure safe access for staff and patrons at all times

Maintenance Planning

- Update and maintain the Library's Inspection, Repair, and Maintenance Plan upon commencement of duties
- Conduct inspections on daily, weekly, monthly, quarterly, and annual cycles
- Develop and manage a structured maintenance schedule

General Duties

- Perform minor repairs as needed
- Maintain tools and equipment
- Ensure safety standards are met throughout the facility
- Other duties as assigned
- Displays professional conduct and appearance at all times while performing duties.

REQUIRED QUALIFICATIONS:

- High school or trade school graduate
- Must be comfortable with basic computer usage, including email, browsers, and office suites like Microsoft 365, LibreOffice, or GSuite
- Strong organizational, problem-solving, and time management skills
- Patience, tact, and excellent communication skills
- A cooperative and collaborative team spirit
- Valid driver's license and reliable motor vehicle

PREFERRED QUALIFICATIONS:

- Working knowledge of building systems and preventative maintenance practice
- Working knowledge of occupational hazards and safety precautions
- Demonstrated ability to manage contractors and service providers
- Experience working in a public service setting

ABILITIES:

- Ability to maintain a working knowledge of building systems, safety guidelines, and equipment
- Ability to work effectively with staff and patrons
- Ability to follow written and oral instructions
- Ability to complete assigned tasks effectively and reliably with minimal supervision
- Ability to work in poor weather conditions, including heat, rain, sleet, and snow
- Ability to climb ladders and navigate enclosed spaces
- Ability to continuously bend, twist, stoop, reach, and pull
- Lifting of moderate to heavy weight material up to 75 lbs

Interested applicants should submit a cover letter and resume to **Krissy Warrenger, Head Librarian & Director,** at **headlibrarian@biblio.org** before **8:00pm on Sunday, November 8th, 2026**. Remember to specify the position you are applying for. Review of resumes will begin after the deadline, and interviews will take place in mid-November 2026.

Note: *Nothing in this job description restricts the ability of Derby Neck Library to assign or reassign duties and responsibilities to this job at any time. This description reflects the basic essential functions and expectations to be successful in this position; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

EEO: *In accordance with applicable law, Derby Neck Library provides equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religion, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.*

About our team culture: *At Derby Neck Library, our patrons and staff come from all walks of life, and we all have unique experiences. This diversity is a cornerstone of our mission that helps us understand our community, identify challenges, and discover meaningful solutions together. We intentionally foster an inclusive, collaborative environment where all can feel welcome, heard, and valued. We are actively seeking candidates who share this vision.*