

 MUSKEGON AREA DISTRICT LIBRARY	DEPARTMENT: Operations	APPROVED BY:	PAGE: 1 OF 2
	DOCUMENT TITLE: Building Maintenance Manager Job Description	EFFECTIVE DATE: 01/01/2026	REVISION: 0 DATE:

1.0 PURPOSE

The Building Maintenance Manager supports the daily operations of the library by planning, coordinating and executing maintenance, repair, and operational efficiency in all Library facilities, grounds, and building systems. This role ensures the library remains safe, functional, clean, and welcoming for staff and patrons.

2.0 SCOPE

☐ All Staff ☒ Full-time Staff ☐ Part-time Staff ☐ Temporary/ Seasonal Staff
☐ Union ☒ Non-Union ☐ Exempt

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, coordinate, and supervise maintenance & repair of buildings, systems, and grounds.
- Respond promptly to building emergencies and coordinate corrective actions.
- Maintains and schedules preventative care of fleet vehicles, which includes a delivery van, outreach van, passenger van, and Bookmobile. Fleet may acquire additional vehicles.
- Monitor and maintain HVAC, plumbing, electrical, lighting, security, & emergency systems.
- Complete basic janitorial, landscaping, and pest control services at multiple branches.
- Responsible for seasonal duties such as snow removal, leaf removal, mowing, or other outdoor landscaping activities; and/or the contracting of vendors to do so.
- Conduct regular inspections to identify maintenance needs and safety concerns.
- Ensure compliance with all local, state, and federal building codes and safety regulations
- Develop and manage both annual and long-term maintenance schedules, budgets, tracking expenses, and resource use.
- Collaborates with other departments for service requests.
- Assist with and coordinate building renovations, space improvements, and capital projects.
- Prepare and evaluate bids for maintenance and construction contracts.
- Supervise and maintain facility contracts and vendors such as AED's, fire extinguishers, bathroom supplies, rugs/ carpets, EPS, etc.
- Work with vendors and contractors to ensure quality and cost-effective work.
- Develop and maintain a preventive maintenance and replacement program for all equipment and building systems.
- Implement energy-saving, recycling and sustainability initiatives within the library.
- Provides supervision and guidance to staff in the planning of maintenance efforts.
- Handles complaints and requests with discretion and good judgement.
- Develops a thorough working knowledge of all MADL equipment used in the library.
- Tactfully communicates concerns about the building and site to the local contact person or Management team member to ensure proper building maintenance and operation.
- Facilitate the Library's Building Committee meetings.
- Prepare and maintain required reports and records using approved formats.
- May take part in the new hire training process or other ongoing staff development for positions related to department.
- May delegate tasks to library staff, temporary staff, and volunteers.

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- Actively participates in ensuring the Code of Conduct is followed.
- Follow all Library policies and procedures.
- All other duties as assigned.

4.0 **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Associate or Bachelor's degree in Facilities Management, Engineering, Building Maintenance, or related field (or equivalent experience).
- Additional certifications such as HVAC, electrical, plumbing, mechanical encouraged.
- Three (3) to five (5) years of experience in facilities or maintenance management.
- Ability to read and interpret technical drawings and building plans.
- Project management skills.
- Ability to maintain accurate records and prepare written reports.
- Positively promotes the value of MADL to staff, patrons, and communities.
- Provides superior customer service.
- Maintains regular and punctual attendance.
- Works varying schedules as needed, including evenings and weekends.
- Ability to establish and maintain effective working relationships.
- General computer proficiency.

5.0 **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee will frequently sit, stand, and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to fifty (50) pounds of equipment. Specific vision abilities required by this job include close vision.

6.0 **WORK ENVIRONMENT**

The noise level in the work environment is usually quiet, with work being performed both indoors and outdoors. However, there may be circumstances when noise levels increase due to the type of work being done.

7.0 **SPECIAL REQUIREMENTS**

Possession of a valid Michigan driver's license and must have insured vehicle for use on Library business.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

Employee

Date