



Maintenance Manager

Operations Department

POSITION INFORMATION

Title: Maintenance Manager

Type: full-time, year-round, non-exempt position

Schedule: To be determined, will include weekend or evening hours

Location: Ketchum, Idaho

Reports to: Nicole Lichtenberg, director of operations

Compensation: \$28.50+/hour, more depending on experience.

Benefits: 85% of health insurance premium paid by employer, retirement plan with 4% match, employer-paid AD&D policy, voluntary vision, short-term disability and dental plans.

Special Instructions: successful applicants must be able to complete a criminal background check.

JOB SUMMARY

The Maintenance Manager works with the director of operations to ensure that The Community Library Association facilities are kept in excellent condition. These facilities include heavily used public buildings such as The Community Library, The Regional History Museum, The Gold Mine Thrift Store, and Gold Mine Consign; as well as the Ernest and Mary Hemingway House and Preserve, which is on the National Register of Historic Places and includes a writer-in-residence apartment. The Maintenance manager will work with association staff and outside contractors to coordinate cleaning, repairs, and preventive maintenance. The Maintenance manager will spend approximately 30 hours/week performing custodial work, and the remainder of the time on other tasks. The weekly schedule for this position will be determined and includes a moderate amount of flexibility.

DUTIES AND RESPONSIBILITIES

- Work with the director of operations to create and implement a regular preventive cleaning and maintenance plan for all locations.
- Work with an outside contractor to perform and coordinate custodial duties for all locations.
- Perform building repairs and maintenance as able, or coordinate repairs and maintenance with outside contractors. This includes but is not limited to plumbing, HVAC, electrical, landscaping, and security.
- Work with the director of operations to centralize, digitize, and update facilities information and records.
- Assist in maintaining CLA furniture, fixtures, and equipment, including upkeep, repair, and disposition.
- Assist in choosing and implementing a process for submitting and tracking maintenance requests.
- Work with the director of operations, department heads, and other involved parties to ensure clear and open communication regarding repairs and upkeep.
- Oversee maintenance supply ordering, ensuring that necessary items are available as needed.
- Oversee upkeep and maintenance of the Library's vehicles.

- Manage the Library's recycling program, including staff education and communication as well as transporting materials to the recycling center when needed.
- Track and coordinate required inspections, such as the annual elevator inspection.
- Attend departmental and organization-wide meetings as scheduled.
- Perform other duties as necessary.
- Actively contribute to an environment of diversity, equity and inclusion consistent with the Library's aims.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position may require the ability to climb a ladder, balance, stoop, kneel, crouch, crawl, reach, stand, lift, and grasp. This position may require the ability to lift up to 50 pounds, heavier items must be team lifted. Some work may be performed outside. This position necessitates a familiarity with and willingness to spend time in a crawl space or other close quarters occasionally.

QUALIFICATIONS

- Bilingual skills in English and Spanish are highly advantageous.
- Demonstrated experience in cleaning, custodial or janitorial work is advantageous.
- Experience with plumbing, HVAC, electrical, security or other systems are helpful but not required.
- Proficiency in logistics, organization, and problem-solving.
- Demonstrated experience communicating to and coordinating with multiple people to solve problems.
- Proficiency with Microsoft Office Suite, or willingness to learn within 60 days of hire.
- Demonstrated ability to contribute to an environment of diversity, equity and inclusion consistent with the Library's aims.

APPLICATION INSTRUCTIONS

This position is open to internal and external candidates. Applications will be reviewed on a rolling basis. Interested candidates should submit a resume or summary of previous work, cover letter and references to Nicole Lichtenberg, director of operations, at bringit@comlib.org using subject header "Maintenance Manager First Name Last Name". Please call 208-806-2640 if you have any questions or issues with applying.