



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

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 The Community Library, The Regional History Museum, The Gold Mine Thrift Store, Gold Mine Consign, The Gold Mine Annex, and the Ernest and Mary Hemingway House and Preserve. The Maintenance manager will work with association staff and outside contractors to coordinate cleaning, repairs, and preventive maintenance. The Maintenance manager will spend approximately 20 hours/week performing custodial work. 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.
- Work with the director of operations to centralize, digitize, and update facilities information and records.
- 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.
- 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.
- Oversee maintenance supply ordering, ensuring that necessary items are available as needed.
- Assist with the coordination and execution of any museum programs.
- 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.

- Coordinate with the director of operations to provide coverage of each other's duties during scheduled and unscheduled time off.
- Track and coordinate required inspections, such as the annual elevator inspection.
- Attend departmental and organization-wide meetings as scheduled.
- Assist in departmental communications.
- 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.

REQUIRED QUALIFICATIONS

- Bilingual skills in English and Spanish.
- Demonstrated experience in cleaning, custodial or janitorial work.
- Experience with plumbing, HVAC, electrical, security or other systems are advantageous.
- 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 candidates and is open until filled. Interested candidates should submit a cover letter and references to Nicole Lichtenberg, director of operations, at bringit@comlib.org using subject header "Maintenance Manager First Name Last Name". Please direct all questions to Nicole Lichtenberg at the aforementioned email or by calling 208.806.2640.