UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one:  Faculty_____  Exempt ___X___  Non-Exempt ____  Other___

Date Prepared: March 15, 2019        Division: ASD

Prepared by: Gary White        Department: Facilities

Reports to: Gary White, Associate Dean for Public Services

Position Title: Manager, Library Facilities

NATURE OF WORK:

The Manager, Library Facilities is responsible for handling all building maintenance, security and related issues for all libraries on the College Park campus.

DUTIES AND RESPONSIBILITIES:

1. Responsible for facilities management of all library buildings/spaces (80%).
   - Serve as resident expert for facilities management issues
   - Liaison with facilities management department and other campus personnel to ensure that library facilities are operating efficiently
   - Overall responsibility for maintenance, cleaning and repairs needed to library facilities, liaison with campus personnel as needed
   - Oversees delivery services for all libraries, including mail, packages, supplies, equipment, etc.
   - Manages furniture/furnishings inventories and oversees repair and replacement functions
   - Manages renovations and facilities improvement processes including remodeling and relocation projects

2. Manages safety and security matters for all library facilities (10%)
   - Overall responsibility for troubleshooting and handling facilities emergencies
   - Oversees maintenance of security/surveillance equipment and
services, including keys and building access

- Participates on the library’s Safety and Security Committee

3. Performs other duties as assigned (10%)

PHYSICAL DEMANDS:

Normal office working conditions, ability to use computer, telephone and other equipment

Occasional lifting/moving of items up to fifty (50) pounds

SUPERVISORY RESPONSIBILITIES: No official responsibilities; may occasionally supervise students and others involved in specific projects

QUALIFICATIONS:

EDUCATION:

Required Bachelor’s degree from an accredited college or university, or an equivalent combination of education and experience

EXPERIENCE:

Required

Three years of equivalent experience in building management or building maintenance or related experience. Demonstrated experience in managing projects.

Preferred

- Experience working in an academic/university setting.
- Supervisory experience

KNOWLEDGE/SKILLS/ABILITIES:
Required
- Ability to work independently, to establish priorities, to simultaneously handle multiple tasks and responsibilities, and to effectively communicate with others on campus and the Libraries
- Proactively address safety and security issues to ensure a safe work environment for all employees
- Work closely with library administration on building projects
- Strong communication and interpersonal skills.

Preferred
- Knowledge of advanced building systems including HVAC, plumbing, and electrical
- Experience leading major renovation or construction projects.

Employee’s Signature________________________  Date__________
Employee’s Name____________________________
Supervisor’s Signature________________________  Date__________