



LIBRARY BUILDINGS & SYSTEMS SUPERINTENDENT

Position Purpose:

Provides technical, supervisory and manual work in order to monitor and maintain all mechanical and technical systems within the Library building. This role also ensures the cleanliness, safety and security of the Library building; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of network and local departmental operations and the exercise of judgment and initiative to independently perform duties, complete assigned tasks, supervise staff, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the general direction of the Library Director.

Supervision Given: Library Custodians

Job Environment:

Work is performed both indoors and outdoors under variable outdoor weather conditions and works under some unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.

Operates a vehicle/light truck, custodial equipment, hand and power tools, and other maintenance equipment; may be required to wear protective clothing and mask.

Makes frequent contacts with vendors, contacts involve discussing routine information.

May work a varied schedule including weekend and early morning shifts.

Errors could result in delay or loss of services, damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Monitors all mechanical systems in the library buildings to make sure everything is functioning properly including HVAC and computer systems.

Reviews all blogs, e-mails and regular mail, to resolve any issues with staff, computers, laptops, printers, scanners, and coin operated stations and databases.

Checks that the custodians reported for their assigned shifts and the building is clean and safe prior to opening.

Reviews employee time sheets for payroll, set ups and manages the employee calendar and schedules, checks the public calendar for meetings and events, make sure all technical equipment used is operational.

Travels to Technology Committee Meetings off site once per month to stay current with updates to the Minuteman Library server and attends technology fairs.

Updates and purges all the public library PCs on a daily basis, when necessary replaces keyboards, mice, or monitors, also in the hours prior to opening will often have to work on staff PCS to update or replace JARS (Java Archive) files housed on an offsite server that are needed to run library software

Orders library supplies such as: toner, ink, paper, janitorial supplies, electronic ballast, and lights.

Maintains responsibility for the safety and security of the Bedford Flag (the oldest flag in the United States and a Town treasure). This entails frequently checking the humidity and temperature levels of the flag case.

Maintains outside AC chiller tower and the 5 gas boilers: changing the air filters, oil filters, and lubricating all the bearings on the mechanical pumps and air handler.

Performs minor plumbing, carpentry or electrical work as required.

Ensures walkways are clean, salted and shoveled.

Maintains contact with the alarm company and police and fire departments.

Upgrades or repairs PCs as needed, replacing hard drives, chip sets, changing RAM, mother boards, audio cables or batteries.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in a related field, Seven to ten years or related experience with three years of supervisory experience; or any equivalent combination of education, training and experience.

Special Requirements:

Microsoft Certification – HVAC Certified – Journeymen's License -Masters
Cisco certification, Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Knowledge of complex IT protocol and procedures, working knowledge of computers and computer systems, MS Office applications, working knowledge of departmental policies and procedures, strong aptitude to learn and implement new procedures. Thorough knowledge of the computer

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hardware/software, server/router /wireless/switches/PC-security /printers/audio, working knowledge of HVAC Systems and general building maintenance. Working knowledge of maintenance techniques and custodial materials. Working knowledge of maintenance procedures related to buildings/grounds maintenance and care.

Ability: Ability to communicate effectively and tactfully with library staff, ability to perform manual labor. Ability to work independently and as part of a team and to complete daily activities according to work schedule. Ability to communicate orally and in writing. Ability to use equipment and tools properly and safely. Ability to exercise care in the use of cleaning materials. Ability to prioritize and complete multiple tasks at one time with frequent interruptions, must be able to operate a computer with advanced skills when using and implementing software programs, hardware, manages databases and other software as required by the position, ability to maintain and create spreadsheets and records, ability to use telephone system.

Skill: Skill in performing routine painting, minor plumbing, and light carpentry. Strong organizational skills. Basic skills in performing preventive maintenance work on buildings, grounds, and equipment. Excellent communication skills both written and verbal, strong customer service skills, strong organizational skills, skills in all of the above listed tools and equipment.

Physical Requirements:

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

Frequent physical effort required. Position requires extensive walking, reaching, standing, stooping; and climbing stairs/ladders when performing functions. Frequently required to lift, move, and/or push furniture, tools, equipment and supplies which may weigh up to pounds 60 pounds. Physical agility required to access all areas to be cleaned and maintained. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus; ability to distinguish colors. Physical ability to drive a motor vehicle to various building sites. Physical ability to perform basic carpentry work.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

APPROVAL: Richard F. Beck
Town Manager

EFFECTIVE DATE: July 1, 2018