



Position Description: Facility Manager, Full Time

Reports to: Library Director

Job Description: Under the direction of the Library Director and with the assistance of contracted services and maintenance personnel, the Facility Manager ensures that the library's physical spaces are safe, organized and well maintained. The Facility Manager also assists in proactive planning to maximize strategic use of the spaces.

Responsibilities include but are not limited to:

- Oversee all aspects of facility maintenance, including HVAC, plumbing, electrical systems, and general building upkeep.
- Manages contracted cleaning, maintenance and inspection services.
- Manages custodial staff.
- Maintains vendor files, facility records and institutional knowledge
- Assists the Director in long range facilities planning and Capital Plan development.
- Solicits project proposals and bid processes at the Director's request.
- Performs emergency clean-ups as needed.
- Schedules and prepares the site for contractors.
- Shovels snow or ice and spreads sand or salt on icy surfaces to supplement contracted municipal services, when necessary.
- Sets up public meeting rooms for programs and meetings by assisting performers in moving and setting up equipment.
- Reports to the Director the need for routine, preventive and emergency cleaning and maintenance.
- Cooperates and collaborates with Township departments.
- Maintains an inventory of all tools, supplies and equipment belonging to the Library.
- Manages renovation, repairs, inspections and keeps the Director informed of progress and concerns.
- Acts as backup to Maintainer/ Driver when required
- Maintains an appropriate appearance in dress and manner at all times.
- Works evenings, days and weekends for the number of hours as assigned and also must be available to be on-call, as needed.

Knowledge, skills and abilities include:

- Knowledge of building cleaning protocols, equipment and preventive maintenance.
- Knowledge of occupational safety and accident prevention.
- Ability to work cooperatively and effectively with diverse staff, officials, contractors and the public.
- Responsible for maintaining a safe working environment in all weather

conditions.

- Reports all items of concern to the Director in a timely fashion.

Minimum Required Qualifications:

1. Minimum of 5 years in facility management, with at least 2 years in a supervisory role within a public services setting.
2. High school diploma or equivalent.
3. Must be able to work flexible hours including some evenings and weekends; also must be available to be on-call, as needed, to respond to emergencies.
4. Ability to meet the physical demands of the job including heavy lifting and moving, exposure to elements, repetitive motions (such as bending, lifting, stretching).
5. Valid driver's license and the ability to travel to branch and other locations.
6. Clean driving record for last five years required with insurability by Library's insurance carrier.

Preferred Qualifications:

1. Bachelor's degree in Facility Management, Engineering, Project Management or a related field preferred.
2. Certified Facility Manager (CFM) or Facilities Management Professional (FMP) certification preferred.
3. Johnson or Metasys Controls qualification.

- . This is a full-time position for 35 hours per week. Salary is \$74,312 annually. Employees in this category are represented by AFSCME NJ Council 63, Local 3231-001 and contribute to the pension system. For more information about the Old Bridge Public Library, please visit our website at: www.oldbridgelibrary.org.

Please submit an application, found on the library's website to Executive Assistant for Personnel, Linda Reynolds: lreynolds@oldbridgelibrary.org or fill out a print application and mail or deliver to:

Linda Reynolds
Executive Assistant for Personnel
Old Bridge Public Library
1 Old Bridge Plaza
Old Bridge, NJ 08857

by **Friday, December 5th, 2025.**