Associate Property Manager I - Ogden, UT

OVERVIEW:
As a member of the Library's supervisory team, under the direction of the building manager and the System property manager, this employee creates a safe, clean, comfortable environment for staff and the public by cleaning and maintaining Library facilities and grounds; maintains building systems and Library equipment; performs seasonal care including snow removal and landscape maintenance.

YOUR RESPONSIBILITIES:
Maintain Library building and grounds in top condition to ensure full and productive use of facility
Ensure all areas of building are cleaned, sanitized, and ready for public use, particularly restrooms and high traffic areas
Verify building and grounds are safe for public use, addressing snow/ice removal and mitigating safety hazards (electrical, trip/slip/fall)
Support public service staff by assisting with cleaning and setup of programming/meeting spaces
Ensure irrigation systems are working efficiently
Maintain landscaping (trees, lawns, plants), including proper fertilization and weed control, year-round
Operate all equipment, tools, and machinery in approved, designated manner to avoid injury or causing damage to Library equipment or property
Perform preventive maintenance and repair in connection with plumbing, electrical, and HVAC systems, as instructed
Supervise and monitor subcontractor/vendor installation and repair work
Operate Library shuttle vehicle, transporting supplies, Library materials, and programming items between buildings prior to opening hours
Cross-train in each Library facility in order to provide maintenance coverage during staff illness or vacation leave
Work as part of the System maintenance team to complete journeyman projects
Maintain a high standard of safety, cleanliness, and efficiency in all maintenance/repair projects
Document and report daily work performance
Secure non-public and supply areas of the Library
Keep tool rooms, closets, storage areas, docks, and garages inventoried, organized, clean, and safe
Adhere to Library's procedures for trash, recyclables, and disposal of hazardous materials
Follow proper biohazard safety practices
Adhere to use of Library's approved cleaning supplies and products
Lead/coordinate/train maintenance activities and routines for assigned building

ABOUT YOU:
Journeyman apprentice-level skills in areas relevant to building cleaning and maintenance; experience cleaning and maintaining the systems and overall functioning of a public building
Landscape maintenance experience
Master Gardener certification preferred
Valid Utah driver's license
Ability to follow and complete work orders according to schedule
Understanding of and adherence to OSHA requirements, state and local codes, and County/Library policies and procedures to ensure workplace safety
Experience using Materials Safety Data Sheets (MSDS)
Proficient knowledge of proper use and application of basic hand and power tools
Ability to operate and maintain snowblower, lawn mower, weed trimmer, pallet jack, floor care equipment, and other small machines
Understanding of facility operations including but not limited to landscaping, general building use, fire protection, plumbing, mechanical/HVAC, electrical, generators
Advanced knowledge of tree, shrub, and lawn care

Organizational and planning skills, including the ability to prioritize and complete projects or tasks in an orderly fashion by a designated time
Knowledge of and ability to implement Library Board policies and procedures

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Understanding of the relationships and responsibilities of Library divisions and buildings
Understanding of Library mission and roles, and the general role of public libraries within a community
Understanding of foundational library documents, including the Library Bill of Rights, Code of Ethics, and the Freedom to Read Statement

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to walk, stand, sit, talk, hear, crouch, crawl, balance, reach, stoop, and kneel. Must use hands and fingers to operate a computer. The employee is regularly required to lift up to twenty-five pounds, and occasionally up to seventy-five pounds. The employee must be able to remove library materials from shelves at a maximum height of six feet and push library carts weighing up to 175 pounds. Must be able to move about the work area, talk clearly with customers, and hear customer responses. Must have excellent close vision and good distance vision, peripheral vision, depth perception, and ability to adjust focus.

Additional physical requirements for this position include manually moving, lifting, carrying, pulling, or pushing heavy objects or materials, as well as climbing, balancing, stooping, kneeling, crawling, bending, turning, and reaching.

WORK ENVIRONMENT:
While performing the duties of this job, the employee regularly works both indoors in a library environment, and outdoors on library grounds, year-round. Environment may be noisy and dusty, and near fumes and odors.

Employees must be able to work rotating shifts (seven days a week) and flexible hours (early mornings with occasional evening and holiday hours, and when needed for life safety issues associated with inclement weather) when the Library is open. All employees will work up to two evenings per week and will alternate weekend shifts with the other employees in their division. Employees will also work holiday hours of equal proportion to those of other employees in their division.

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