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Associate Property Manager I - Ogden, UT

📅 23-Jan-2020 (MST) 📖 Library 📍 Ogden, UT, USA 💰 \$16.17 🕒 Hourly 🏠 Full Time

👉 Health, Dental, Vision, Life, Retirement, Vacation and Sick Leave

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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 tasks in a timely manner / fashion by a designated time

Knowledge of and ability to implement Library Board policies and procedures

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Common Job Questions

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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