



1703 Orrington Avenue
Evanston, IL 60201
847.448.8600
epl.org

Evanston Public Library

Position Title: Facilities Manager

Location: Evanston, IL

Salary: \$83,878.85 - \$104,848.00 annually

FSLA Classification: Exempt

Hours: 9:00 a.m. – 5:30 p.m. with flexibility
40 hours per week, On-Site

The **Evanston Public Library** is seeking a **Facilities Manager** to oversee the effective operation of the Maintenance Department and ensure that the library facilities are safe, compliant and well-maintained for public use. Key responsibilities include supervising staff, managing maintenance operation, coordinating with the City of Evanston's resources and programs including Facilities and Fleet Management (FFM), overseeing construction projects, and liaising with external vendors and contractors. This position works closely with city officials and library staff at all levels of the organization. The Facilities Manager also has significant contact with contractors, consultants, outside vendors and dealers to resolve problems and improve construction and maintenance methods.

Benefits: Evanston Public Library offers a comprehensive and affordable benefit package which includes PTO, 457 retirement plan, IMRF, medical (PPO and HMO), prescription, dental, Flexible Spending Accounts (FSA) and vision plans along with life insurance, additional life and AD&D coverages. Employees are eligible to enroll within the first 31 days after hire date.

Position Overview

Team Leadership and Staff Supervision:

- Lead and coordinate the Library Maintenance Team to maintain facilities, manage construction projects and oversee external vendor partnerships.
- Recruit, train and mentor team members to foster professional development and collaboration.
- Administer disciplinary actions as needed in consultation with the Executive Director.

Project and Vendor Management:

- Act as project manager for library construction and maintenance projects, ensuring compliance with specification and timelines.
- Oversee vendor selection and relationship management, monitoring performance and adherence to agreements.
- Coordinate capital improvement projects with the City's Bureau of Capital Planning and Engineering (CPE) and Fleet and Facilities Management (FFM).

Facility Maintenance and Compliance:

- Develop and implement preventative maintenance schedules and procedures for all library systems, including but not limited to carpentry, masonry, electrical, HVAC and plumbing.
- Manage and utilize technical systems, such as Computerized Maintenance Management Software (CMMS) and oversee the operation of janitorial, fire, elevator, boiler and other building systems.

Financial Management, Reporting and Planning:

- Collaborate with the Executive Director to develop and manage operational and capital budgets, adjusting as needed to align expenses with budgetary constraints.
- Develop and maintain a master facilities plan in collaboration with board members, committees and task forces.

Safety and Emergency Response:

- Collaborate with the Safety Manager to conduct safety training and emergency preparedness drills for staff.
- Serve as primary contact for facility-related emergencies during non-work hours, providing coverage as needed.

Minimum Requirements:

- High School diploma or GED with 10 years of experience, or a bachelor's degree (Business, Management, Project Management, Facilities Management or related field) with 3 years of experience in a similar role.
- Three (3) years of progressive experience in facilities management or project management in a construction field: two (2) or more years of experience working in a managerial role with supervisory, hiring and performance management responsibilities.
- Valid driver's license and a safe driving record.
- Available to work a schedule that can include weekends, evenings and holidays; able to be on call and respond as needed to facilities related emergencies.

Preferred Qualifications:

- Demonstrated ability to lead and supervise a team effectively; prior union environment experience preferred.
- Strong communications skills, both verbal and written, with the ability to engage effectively with patrons, partner organizations, Library Board, staff and community members.
- Familiarity with OSHA regulations and relevant facilities management equipment.
- Proficiency in facilities management software and workplace technologies, including Microsoft Office Suite, Google Suite, intranet, hand-free communication devices (Vocera), and CCTV surveillance software.
- Ability to communicate effectively in English, both orally and in writing; multilingual proficiency is preferred, but not required.



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Physical Requirements of Work:

Requires moderate lifting (30-50 pounds), walking, standing, bending, climbing, manual labor. Frequent computer and device use. Required to work outside in ambient environment conditions.

Chosen candidates will be required to provide proof of licenses, certifications and education required for this position. Candidates will also be subject to qualify for pre-employment processes, including medical examinations, drug/alcohol screening, employment verification, and criminal background checks.

The **Evanston Public Library** connects a community through learning, discovery and shared experiences, providing equitable access to resources, fostering personal growth, and creating spaces where everyone can belong, learn and connect. The library strives to ignite limitless possibilities, inspire bold ideas and empower every person to build a connected inclusive community.

The Evanston Library is an Equal Opportunity Employer. To apply for this position, please submit your resume by clicking: <https://epl.recruitpro.com/jobs/303053-63031.html>

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LEARN,
CONNECT.