



Employment Opportunity

Position: Assistant Facilities Manager-Safety Supervisor
Location: Evanston, IL
Pay Grade/Range: Annually \$74,715.36 - \$89,658.19
FSLA Classification: Exempt
Hours: 40 hours per week, On-Site
Schedule varies, includes evenings, weekends and holidays

The Evanston Public Library is seeking an Assistant Facilities Manager-Safety Supervisor to support the overall operation of the Library's Facilities Department to ensure safe, clean and welcoming environments for staff and patrons. The position serves as the primary supervisor of the Library's Safety Monitors and provides indirect oversight of custodian staff, coordinating daily work activities to maintain secure and operational facilities.

Benefits: EPL offers a comprehensive and affordable benefit package which includes PTO, 457 Retirement Plan, IMTF, 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.

Position Overview: This role assists in planning, coordinating, and executing building maintenance, safety, and security activities, manages preventative maintenance programs and oversees safety operations and public safety services in the absence of the Facility Manager. The Assistant assumes responsibility for all department operations, providing continuity of leadership and establishing a succession path for future Facilities Manager roles. This position reports directly to the Facilities Manager. and will have significant contact with other department employees, supervisors, contractors, consultants, outside vendors and dealers to resolve problems and improve safety, construction and maintenance methods.

Essentials Functions:

- Supervises Safety Monitors
- Oversee daily safety operations, conduct scheduled inspections ensuring compliance with OSHA standards, regulations and Library policies
- Provides indirect supervision of Custodian staff to coordinate activities with security and maintenance operations
- Administers and maintains the library's incident management and tracking systems/software
- Prepares and submits monthly reports to the Library Board
- Assists in developing and implementing a comprehensive preventative maintenance program for Library facilities
- Coordinates and tracks work orders, building repairs, and contractor projects, monitors building control systems and responds to alarms or building notifications
- Respond to incidents and emergencies, de-escalate conflicts and serve as a liaison with Evanston Police Department and other public service agencies
- Administers building opening/closing, arming/disarming and emergency call response
- Assists Facilities Manager with capital project planning and budget preparation

Minimum Requirements:

- High School Diploma/GED with at least two years or progressively responsible experience in safety and/or facilities management, technical, trade school or bachelor's degree in Facilities Management, Public Safety or related field preferred.
- One year's experience in supervisory or management role, preferably in facilities or safety/security operations.
- Must possess a valid driver's license and maintain a safe driving record.
- Must have excellent written and verbal communication skills, problem solving skills, be able to multi-task and manage variable duties
- Knowledge of facilities management software and workplace technologies, including Google Workspace Suite.
- Working knowledge of OSHA standards and public safety procedures with certification preferred.

Physical Requirements:

- Position is subject to both inside and outside environmental conditions. Must be able to work outside in ambient environmental conditions.
- Exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently and 10 pounds of force constantly to move objects.
- Walking and/or standing to a significant degree is normally required.
- Must be able to bend, stoop, climb (stairs, scaffolding, ramps and poles), kneel, crouch, reach, handle and feel.

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 Public Library is an Equal Opportunity Employer. To apply for this position, please submit your resume by clicking: <https://epl.recruitpro.com/jobs/307388-63031.html>