

Webster Parish Libraries

521 East & West Street
Minden, LA 71055



Job Description Form

EMPLOYMENT INFORMATION

Branch:	Minden	Status:	Full-Time
Position:	Facilities Manager	Hours:	M- F 8AM – 5PM
Supervisor:	Director		

OVERALL OBJECTIVE

Responsible for overseeing the maintenance, safety, functionality, and appearance of all Library facilities, systems, and equipment. Ensures that buildings and grounds are well-maintained, operationally efficient, and fully supportive of Library services, staff needs, and patron use. Provides leadership in preventive maintenance, repairs, contractor coordination, safety preparedness, and special event support to uphold a safe, accessible, and welcoming environment across all branches.

DAILY ESSENTIAL DUTIES

Facilities Maintenance & Daily Operations

- Performs preventive and corrective maintenance on all library buildings, machines, and mechanical equipment, typically moving, using, and adjusting a variety of heavy equipment and materials.
- Carries out general upkeep of buildings and property, including basic carpentry, plumbing, and painting.
- Performs basic electrical work, including fixing or replacing faulty switches, outlets, and circuit breakers.
- Operates vehicles, power tools, and hand tools, including riding lawn mowers and weed eaters, as needed.
- Carries out the delivery of weekly shipments to all six library branches, loading and unloading materials, supplies, and equipment, and moving items by hand or cart as needed.
- Oversees the maintenance and cleanliness of exterior areas such as sidewalks, parking lots, entryways, landscaping, and signage.
- Manages key control systems, changing or reprogramming locks as needed, and ensuring secure access for staff and contractors.
 - Maintains a detailed daily work log documenting completed tasks, inspections, repairs, issues observed, and follow-up actions to ensure accurate reporting and continuity of operations.
- Conducts routine inspections of library vehicles, coordinates scheduled servicing, and maintains compliance with all vehicle safety requirements.

Inspections, Safety, and Emergency Preparedness

- Coordinates and oversees routine inspections of HVAC systems, roofs, gutters, drainage areas, fire suppression systems, alarms, security panels, and emergency lighting to ensure compliance with safety standards and manufacturer recommendations.

- Develops, follows, and updates preventative maintenance schedules for all branches to minimize downtime and extend the life of building systems and equipment.
- Monitors facility conditions daily and identifies potential safety hazards; takes corrective action or reports hazards to administration promptly.
- Maintains up-to-date knowledge of the location and operation of all safety shut-off valves, including water, gas, and other utility controls at all Library facilities, ensuring quick access during emergencies or maintenance activities.
- Supports emergency response operations, including after-hours building issues, weather-related events, alarms, leaks, and system failures; serves as primary contact for emergency maintenance needs.

Planning, Renovation, and Space Configuration

- Inspects buildings' structures to determine the need for repairs or renovations.
- Plans and coordinates all installations, refurbishments, and improvements across library facilities.
- Assists with space planning, furniture assembly, shelving installations, and layout changes for new or renovated areas.
- Coordinates with IT and administrative staff to support installation or relocation of network cabling, equipment, cameras, and other building-related technology infrastructure.
- Ensures all facilities meet ADA accessibility requirements and reports any barriers or compliance concerns to administration.

Contractor, Vendor, and Project Oversight

- Assists the Director and administrative team in obtaining estimates, quotes, bids, and proposals for capital projects, repairs, equipment purchases, and contracted services.
- Tracks project timelines, communicates progress updates, and ensures all work performed—internal or contracted—meets Library quality standard requirements.
- Supervises external contractors and works directly with vendors and service providers.
- Regular contact is made with employees, vendors, building maintenance personnel, and the public; meeting with clients to estimate repairs and costs may be required.

Seasonal, Decorative, and Special Event Support

- Assists with the planning, creation, and installation of seasonal décor, displays, signage, and thematic decorations for Library programs and special events - including Discovery Camp, Trunk-or-Treat, holiday activities, and system-wide initiatives.
- Assists with event-day setup for Trunk-or-Treat, including placement of safety barriers, cones, signage, and traffic-flow controls to ensure a secure and organized environment.
- Sets up, installs, and assists in maintaining Christmas light displays and holiday décor across Library facilities, ensuring safe installation and timely seasonal presentation.

Inventory, Supplies, and Administrative Duties

- Maintains detailed maintenance logs, warranty records, service schedules, and repair documentation for all buildings, equipment, and fleet vehicles.
- Assists with inventory management by preparing surplus items for disposal, relocation, or donation in accordance with Library policy.
- Informs Administrative Assistant of the need for supplies from catalogs and vendors.

- Provides input during budgeting processes regarding anticipated maintenance needs, capital improvements, and equipment replacements.

ADDITIONAL DUTIES

- Adheres to and enforces all Library policies, procedures, and safety guidelines to ensure consistent compliance across all branches and work activities.
- Protects and maintains patron confidentiality in accordance with Library policy, state law, and best practices for privacy and information security.
- Participates in Library programs, community events, and operational activities outside regular working hours when requested or required to support organizational needs.
- Completes assigned tasks, maintenance logs, inspections, and required reports accurately and within established deadlines.
- Attends staff meetings, professional training sessions, safety workshops, and continuing education seminars as required to maintain current knowledge of facility operations and industry standards.
- Communicates effectively with supervisors, staff, contractors, and vendors to ensure timely coordination of maintenance activities and project updates. (optional but recommended)
- Models professional conduct, customer service, and teamwork while representing the Library in all interactions. (optional but recommended)
- Performs other job-related duties and responsibilities as assigned to support the overall operation, safety, and efficiency of Library facilities.

NECESSARY QUALIFICATIONS REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- ✓ Ability to effectively prioritize tasks and manage multiple responsibilities.
- ✓ Ability to speak, read, and understand the English language clearly in order to perform essential job functions.
- ✓ Willingness to pursue additional education, certifications, and professional development opportunities.
- ✓ Ability to work independently and to collaborate effectively with library patrons, coworkers, contractors, and other stakeholders.
- ✓ Strong active listening skills.
- ✓ Ability to communicate clearly and professionally, both orally and in writing.
- ✓ Ability to follow detailed multi-step written and/or verbal instructions and perform routine procedures involving several steps.
- ✓ Ability to work with minimal direct supervision while maintaining productivity and accuracy.
- ✓ Physical ability to lift and carry objects weighing 5–20 pounds and to push or pull return carts or bins exceeding 150 pounds when loaded.
- ✓ Ability to develop and meet work-related goals and objectives.
- ✓ Commitment to developing job-related skills, knowledge, and abilities.
- ✓ Willingness and ability to stay current with evolving technologies, equipment, and procedures and to adapt to new responsibilities as they arise.

- ✓ Ability to work in environments where strong smells or odors may be present.

ADDITIONAL BASIC REQUIREMENTS

- ✓ Must be able to successfully pass a standard drug test
- ✓ Must possess a valid driver's license in good standing and maintain an acceptable driving record as required for operating Library vehicles.
- ✓ Must pass a Louisiana State Police fingerprint background check
- ✓ Requires a passing score on any given Library qualification test
- ✓ Requires the compliance of the Library's Drug-Free Workplace policy
- ✓ Requires commitment to the standards and objectives of the Library

PHYSICAL AND MENTAL REQUIREMENTS

- Requires the physical ability to stand for extended periods and perform frequent walking, bending, squatting, twisting, pushing, carrying, and overhead reaching; occasional stooping, kneeling, crouching, climbing stairs or ladders, and other similar movements may be necessary.
- Requires the ability to lift and maneuver materials and equipment, including occasional lifting up to 100 pounds, frequent use of building and custodial equipment, and the ability to push loaded carts weighing up to 300 pounds and lift loads up to 50 pounds onto carts.
- Requires sufficient manual dexterity to operate tools, equipment, and controls, including coordinated hand, finger, and repetitive movements.
- Requires strong attention to detail and the ability to sustain concentration on tasks.
- Requires clear speech and hearing, with or without reasonable accommodation, to communicate effectively in both quiet and occasionally noisy environments.
- Requires adequate vision, with or without reasonable accommodation, to operate equipment and read both print and electronic materials, including close, distance, color, peripheral, and depth perception, as well as the ability to adjust focus.

WORK ENVIRONMENT

This job has primary location, but at times traveling to the other branches within the parish or to other sites is required.

Work indoors in adequate work space, with adequate temperatures, ventilation, and lighting. At times dusty work conditions with potential exposure to airborne pathogens, glare/improper illumination.

Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.

EDUCATION, EXPERIENCE, TRAINING

REQUIRED:

- High school graduate or GED; preferably supplemented by vocational, technical, or trade school training in building trades

- One year of experience in general building maintenance and repair or any equivalent combination of acceptable education
- Experience providing the knowledge, abilities, and duties cited above.

DISCLAIMER

This document outlines the position currently available and does not constitute an employment contract. The Library reserves the right to modify job duties or job descriptions at any time. The statements contained herein are intended to describe the general nature, essential functions, and level of work required for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Employees may be assigned additional tasks as necessary, including duties in other functional areas to cover absences, provide support during peak periods, or ensure balanced workload distribution.

The Library is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, age, national origin, or non–job-related disability.