HAMPTON BAYS PUBLIC LIBRARY

DEPARTMENT: **BUILDING & GROUNDS**
JOB TITLE: **FULL-TIME BUILDING & GROUNDS MANAGER**
REPORTS TO: **LIBRARY DIRECTOR**

This position is responsible for overseeing maintenance, repairs, security, and safety matters relating to the interior and exterior of the library building as well as other aspects to maintain a safe, functional, and efficient environment.

Duties and Responsibilities

Building:

Inspects and maintains the library building. Oversees contracts with outside vendors and contractors as needed for such maintenance, repairs, and inspections. Orders maintenance supplies to ensure the smooth operation of the library building. Performs preventive tasks, repairs and custodial work as necessary. Assembles and installs various items throughout the building. Is responsible for set up, break down and clean-up of meeting/program rooms.

Grounds:

Oversees grounds maintenance contracts, including landscaping & irrigation services, tree maintenance services, snow & ice removal, trash removal and ensures that grounds are clean and well maintained in all seasons. Alerts Library Director to any conditions needing attention.

Safety & Security:

Manages security systems and procedures with the priority of the safety and security of the premises and occupants. Monitor and prepare building and grounds for changing weather conditions. Coordinates emergency preparedness. Trains staff as needed.

Supplies:

Orders, receives, stores and distributes maintenance supplies, keeps inventory lists and maintains order and cleanliness in the storage closets, and storage areas.

Compliance:

Ensures compliance with all applicable laws, regulations, and standards pertaining to public safety. Maintains records of inspections, maintenance, and repairs.

Communication and Collaboration:

Communicates effectively with staff, administration, contractors and community members. Trains and supervises custodial staff when necessary.
Prepares monthly report of activities and recommendations for Library Director.

Performs other duties as required by the Library Director.

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Job Requirements:

- Minimum of 2 years' experience managing a similarly sized facility or a skill set that fits the needs of the position.
- Advanced knowledge of maintenance procedures and general understanding of building systems including HVAC, electrical, plumbing, elevator, fire and security systems.
- Ability to execute simple buildings and grounds repairs.
- Must possess excellent communication and interpersonal skills, including the ability to speak with administration, staff, library patrons, vendors, contractors, etc.
- Excellent time management, organization, prioritization skills.
- Must have a sharp attention to detail and efficient problem solving skills.
- Ability to communicate in English verbally and in writing as well as via e-mail and texting, and the ability to use basic computer applications to keep computerized records and produce monthly reports to the Library Director.
- Ability to lift heavy equipment and deliveries (min 50 lbs) and possess the physical condition equal to the demands of the job.
- Ability to work a flexible schedule when necessary and to be available off hours to respond to building emergencies as needed.

This position works 35 hours/wk.

Minimum starting base salary $70,000+ depending on experience.
Competitive benefits package: 10% retirement benefit, health insurance, paid vacation, sick and personal time. Vision and dental coverage also available.

Qualified candidates only should email their resume to smcevoy@hamptonbayslibrary.org.
By Monday, December 7, 2026.