

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Brian Jensen

Work Phone: 608-416-3218

2. Class Title (i.e. payroll title):

Library Maintenance Coordinator

3. Working Title (if any):

Library Maintenance Coordinator

4. Name & Class of First-Line Supervisor:

Mark E. Benno 18/12

Work Phone: 608-235-0758

5. Department, Division & Section:

Library/Facilities

6. Work Address:

1301 W. Badger Rd. Madison WI 53713

7. Hours/Week: 40

Start time: 7:45 End time: 3:45 Monday - Friday

8. Date of hire in this position:

10/8/18

9. From approximately what date has employee performed the work currently assigned:

10/8/18

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This position provides direct Facilities operation coordination to ensure that all Library facilities are properly and efficiently maintained with the priorities being safety, accessibility, comfort, and providing welcoming spaces to the public and Library staff through an equity lens.

11. Position Summary:

This position acts as a leadworker to the Library Facilities mechanical and custodial staff; responds to facility emergencies; works with the Facility Manager and Library Planner to plan and schedule repairs and renovations which are funded both from the operating and capital budgets, and provides major input annually on the Capital Improvement Plan; coordinates day to day work order fulfillment as well as long term preventative maintenance plans and contracts; coordinates and participates in all disciplines involved in facility operations on a daily basis which include but are not limited to mechanical, plumbing, electrical, HVAC, carpentry, painting, carpeting, equipment, vehicles, windows, lighting systems, snow removal,

landscaping, doors and door control systems, exteriors, and works with Library IT on security and fire systems, and other facility operation functions as they arise. Acts as a general contractor and project manager on repairs and renovations. Provides expert advice on new construction and participates in design team meetings. Engages frequently in new construction to ensure quality construction and adherence to specifications. Works with Library Accounting on Facilities procurement, budgeting, and maintains records for reconciliation, and through system wide frequent and regular site visits pick up funds from all locations for deposit; engages with the public and Library staff on Facilities repairs and improvements; and communicates Facilities priorities through email, phone calls, and in person meetings.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 20% A. Accounting Reconciliation
  - 1. Procure Facilities goods and services
  - 2. Budget for Facilities procurement
  - 3. Reconcile and code invoices and receipts
  - 4. Generate purchase orders and RFP's
  - 5. Approve vendor work
  
- 40% B. Project Management
  - 1. Engage with the public and staff to plan Library projects
  - 2. Specify proper scope, materials and timelines for projects, obtain quotes and bids
  - 3. Coordinate on site considerations for project implementation
  - 4. Make frequent site visits to project, resolve any issues
  - 5. Verify project was completed per specifications
  
- 25% C. Work order fulfilment
  - 1. Coordinate proper Facilities staff and assign work orders
  - 2. Assist with training and quality assurance of Facilities staff, inspect work
  - 3. Manage Library work order database and shared drive
  - 4. Develop and maintain a Facilities work plan
  - 5. Perform repairs as needed
  
- 10% D. Work with other Library and City departments
  - 1. Coordinate life safety system inspections and repairs
  - 2. Participate as needed in security system inspections and repairs
  - 3. Work with City Engineering on Facilities projects and improvements
  - 4.
  - 5.
  
- 5% E. Other duties
  - 1. Maintain equipment and Facilities supplies
  - 2. Manage Library Service and Support Center warehouse
  - 3. Implement all Facilities operations through an equity lens
  - 4. Seek energy efficiencies and improvements wherever feasible
  - 5.

13. Primary knowledge, skills and abilities required:

Three years of related skilled and diverse facility maintenance and repair work including or supplemented by leadership experience. Such experience would normally be gained after completion of an apprenticeship or multiple facility-related courses. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered. Thorough knowledge of the methods, practices, tools, equipment and materials related to custodial, building and mechanical maintenance and repair work. Thorough knowledge of the operation of plumbing, heating and ventilating and other mechanical, electrical, and computerized building equipment and systems. Knowledge of applicable building and fire codes, occupational hazards and of necessary safety precautions. Knowledge of boiler, cooling tower, chiller operation, repair, maintenance and chemical usage. Knowledge of sustainable products and processes and ability to utilize them effectively. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to plan, lay out and direct custodial, building and mechanical maintenance repair work.

Ability to lead, coordinate and evaluate maintenance and custodial staff. Ability to develop, implement and monitor comprehensive building preventive maintenance systems and operations and recommend positive cost effective modifications. Ability to perform skilled mechanical and maintenance work. Ability to interpret and/or recommend related building plans and specifications. Ability to prepare and maintain records relative to maintenance, repair and energy costs. Ability to utilize standard computer systems for building HVAC controls, security, card access systems and administrative word processing, spreadsheets, etc., purposes. Ability to develop and maintain effective working relationships with staff, patrons and other agencies. Ability to work effectively with multi-cultural populations. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

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14. Special tools and equipment required:

None

15. Required licenses and/or registration:

Possession of a valid drivers license

16. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds on a regular basis. In addition, employees must be able to frequently walk, sit, bend, squat, climb, kneel, stoop, work in tight spaces, and lift arms overhead to perform work for extended periods of time.

17. Supervision received (level and type):

Direct report to Library Facilities Manager

18. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- x  I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting [cityofmadison.com/employeeenet/policies-procedures/position-descriptions](http://cityofmadison.com/employeeenet/policies-procedures/position-descriptions).