

Facilities Project Manager - Facilities Department

The E.C. Scranton Memorial Library in Madison, CT seeks a service-oriented, collaborative, and flexible individual to join our team. Effective facilities management is critical to the library's mission and operations. The Facilities Project Manager plays a key role in this function by providing prompt, accurate, and friendly service.

The successful candidate for this position will have strong customer and vendor support skills; a variety of technology skills; excellent oral and written communication and interpersonal skills; demonstrate an eagerness to lead and collaborate within a team; and the ability to provide excellent customer service to library vendors, stakeholders, and patrons as needed. This individual serves as a role model for assisting library staff in the use of library facilities and equipment; interprets and directs facilities staff and oversees facilities needs in conjunction with our Buildings & Grounds Committee; and coordinates activities with other department heads for operational continuity.

Essential Job Functions:

- Oversee facilities management, including supervising part-time custodians (or contracted cleaning service) and scheduling maintenance (such as window washing, etc.)
- Provide coordination in the event of facilities emergencies (such as power outages, heating issues, etc.)
- Coordinate maintenance for all library buildings and grounds
- Provide written or in-person reports to the Buildings & Grounds Committee
- Manage and review maintenance contracts in cooperation with the Buildings and Grounds Committee
- Evaluate facilities operating procedures and adjust or make recommendations to improve efficiency
- Routinely inspect all library buildings and grounds to assess maintenance needs, damaged property, and equipment
- Perform (or delegate) monthly fire extinguisher checks and manage documentation for the facilities, including updating Safety Data sheets
- Assign work and provide training to Facilities Assistants and other staff as needed
- Report projects and needs to the Library Director
- Strive to stay abreast of facilities management trends, particularly as they pertain to libraries and public spaces
- Represent Scranton Memorial Library through facilities vendor relationships
- Provide written or in-person reports for the Library Supervisors' meetings
- Check work email throughout the day for updates, guidelines, and other assigned duties
- Review Library Events Calendar for awareness of building activity and conflicts to maintenance scheduling
- Perform custodial functions as needed in the absence of a custodian to maintain library facilities
- On call for facilities needs and events, including after-hours emergencies
- Perform other Facilities activities as assigned

Qualifications:

- Bachelor's Degree preferred, high school diploma or equivalent required
- Five years of custodial or project management experience and/or any combination of education and experience that provides similar knowledge, skills, and abilities
- Ability to work well with and supervise the work of others, meet people easily, and communicate clearly both orally and in writing
- Ability to communicate orally and in writing with the Library Director, direct reports, staff, and coordinate with Town departments, vendors, and other service providers
- Ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations

- Ability to utilize a wide variety of reference data and information, such as safety data sheets, production orders, operating instructions, repair orders, equipment reports, diagrams, manuals, schedules, and records
- Computer skills, including keyboarding; basic knowledge of MS Word and Excel; familiarity with the Library's online calendar, website, emailing, and other electronic resources, required
- Ability to operate, calibrate, tune, synchronize, and perform complex rapid adjustments to light equipment and tools, and/or related materials used in performing essential functions as needed
- Capacity to perform detailed work consistently and accurately
- Ability to deal pleasantly and effectively with the public, including upset individuals
- Ability to lift and push objects weighing ≥ 50 lbs.
- Experience with facilities software, a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access equipment and restricted spaces, participation in meetings, and operation of facilities equipment
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction
- Duties require close visual acuity for reading and viewing a computer terminal
- Duties require extended periods of standing, walking, and sitting
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to fifty pounds, bending, stooping, and fine manipulation skills

Hours

25 – 29 hours per week (may include evenings and weekends). Flexibility to be on-call, especially for emergencies or weather events.

Benefits & Compensation

- Hourly wage of \$36 – \$40/hour
- Paid time off (PTO) earned on an accrual basis
- Company-paid holidays
- Eligibility for a 401k retirement plan, subject to plan terms

Reports to: Library Director

Employment Status: Part-time, non-exempt/hourly

To apply: Send a meaningful cover letter, resume, and contact information for three references to scrantonlibraryhr@scrantonlibrary.org before October 14, 2026, at 5 pm. Open until filled.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws. Employment with E. C. Scranton Memorial Library is contingent upon a successful background check.