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EMPLOYMENT OPPORTUNITY: Facility Services Manager

Date: January 13, 2025

Hours: Full-time (37.5 hours)

Starting Salary: \$20/hour (Commensurate with experience)

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary health, dental, and life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS).

JOB RESPONSIBILITIES

The Barberton Public Library is hiring a Facility Services Manager to perform a variety of duties to ensure that Library facilities, grounds, equipment, and furnishings are safe, secure, and well-maintained. This individual will train, supervise, and schedule an assistant and cultivate effective relationships with employees, as well as work with outside service providers and vendors, implement safety plans, schedule or perform preventative maintenance and custodial duties, and advise management on future needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

A broad range of facilities knowledge including a working knowledge of building mechanical systems and maintenance including HVAC systems, security, electrical, plumbing and landscaping. Ability to lift (up to 50 pounds), climb, bend, and sit for extended periods. Computer experience and strong interpersonal and communication skills, written and verbal. High school diploma or equivalent with a minimum of 2-4 years of related work experience. Must have a valid driver's license, automobile insurance, and reliable personal transportation. Must be able to work irregular hours, including occasional evenings and weekends and emergencies.

DEADLINE FOR APPLICATION: **Open until filled** (Initial review of applicants will begin on February 2, 2026.) For consideration, applicants should submit an application, resume, and cover letter to employment@barbertonlibrary.org or to:

**Director
Barberton Public Library
602 W. Park Avenue
Barberton, OH 44203**