



Facilities and Safety Coordinator

Average Weekly Hours: 37.5 | FLSA Classification: Non-Exempt

The Indian Trails Public Library District (ITPLD) is seeking a professional and organized individual with excellent customer service skills to be responsible for the efficient operation, maintenance, and safety of library buildings and systems. This role involves overseeing the daily operations, maintenance, and safety of library locations. The ideal candidate will also be flexible, proactive, and have the ability to handle a variety of facilities and safety responsibilities.

Some of the job duties include:

- Assist Facilities Manager with scheduling, task delegation and project coordination.
- Manage computerized maintenance management software including monitoring, responding to, prioritizing, and assigning tasks to complete work order requests.
- Oversee routine maintenance, repairs, and inspections of building systems (HVAC, plumbing, electrical, etc.).
- Monitor building systems and report issues promptly, escalating as needed.
- Support building operations (opening and closing the building).
- Coordinate with contractors, obtain quotes, and ensure quality service.
- Support emergency response planning and conduct safety training.
- Ensure facilities meet health, safety, and environmental regulations; conduct safety inspections and drills.
- Assist with setting up rooms for programs, trainings and other library events.
- Responsible for ensuring completion of daily custodial and groundskeeping tasks.
- Responsible for inventory of supplies on a weekly and monthly basis.

This opportunity requires:

- High School diploma and relevant experience of 2 to 3 years of experience. Associate or bachelor's degree in facilities management or related field preferred.
- Excellent customer service and interpersonal skills.
- Proficiency in Microsoft Office and facility management software (CMMS).
- Basic knowledge of building systems and maintenance procedures.
- Ability to work with the public in a positive manner with interruptions and during stressful (emergency) situations.
- Ability to multi-task, have attention to details, and excellent organizational skills.
- The ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- Ability to stand and move about in the library and outside for long periods of time.
- Ability to push and pull carts as well as lift and sort materials of various weights.
- Ability to read computer screens, manipulate a mouse, type accurately, communicate by telephone and on a walkie talkie.
- Complete assigned tasks without direct supervision.
- Must have reliable transportation to arrive to work on time for scheduled shifts and be able to work days, evenings, weekends, and holidays.

Hourly rate of \$21.87- 24.00. This position is eligible for full-time benefits including medical, vision, dental, vacation and sick time, floating holidays, jury duty and bereavement time as well as eligible for the employee assistance program (EAP), 457 retirement plan and mandatory participation in the IMRF pension plan. In addition, eligible to apply for educational assistance after 1 year of employment. The library supports continued learning and professional growth including job training for new employees.

Culture Code. The ITPLD Way

Our Work

We assume positive intent in all our interactions.

We tackle our fast-paced environment with focus, humor and positive solutions.

We work together to contribute to outstanding experiences for our members.

We strive to have clear, consistent and direct communication throughout the organization. We listen, trust each other and openly share ideas and information.

We strive to treat everyone with empathy and respect.

Our Staff

We are collaborative, enthusiastic and curious.

We are a diverse bunch who recognize our differences as strengths.

We are an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Our ITPLD

Our workplace is an open, friendly space where we feel valued and appreciated.

We care about each other and support the well-being and development of each staff member.

We make time to laugh, celebrate our accomplishments and passions, sport our sweet branded clothing and build relationships that make coming to work fun.

To apply: Send a cover letter and resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.