



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**



Requisition# 00770
Title Building Superintendent
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library and Henrietta Hankin Branch Library is seeking a Building Superintendent to join our team. This position is a highly responsible supervisory position occasionally requiring demanding hours, physical strength and reliability. This position is responsible for the overall care, maintenance and safety of both county owned library buildings, coordinating with outside contractors, as well as the supervision of delivery drivers and upkeep of delivery vehicles. This position requires professionalism and the successful candidate will be on call 24 hours a day, 7 days a week in case of building emergencies.

Specific responsibilities include supervising maintenance contractors, maintaining adequate parts and supplies for custodial, HVAC and electrical operations. Responsible for hiring, training, scheduling and supervising delivery van operators. Ensuring the facilities meet local building and fire safety codes. Ability to maintain accurate expense records, invoices and maintenance records on building systems and leased delivery vehicles. Serve as liaison with library administration, internal library departments, county engineering, local officials and outside contractors. Diagnose minor problems, make recommendations to library administration regarding all aspects of building maintenance needs and repair. Receive regular shipments and deliveries of supplies and materials. Perform other duties, tasks and special projects, as required.

The successful candidate will have Trade school or equivalent training and experience, Associate's degree from an accredited college or university in Business Administration or a related field preferred. Prior supervisory experience. At least seven years of job-related experience in a position with increasing levels of responsibility. Strong working knowledge and experience in construction, maintenance procedures and activities such as carpentry, plumbing, mechanical and electrical work. Working knowledge of building mechanical, HVAC, electrical and life safety systems. General understanding of building codes, safety regulations, statutes and county policies and procedures. Ability to work independently and as part of a team. Strong time management skills, accurate and detail oriented and able to carry tasks to completion. Basic computer skills, strong verbal and written communication. Willingness to be flexible. A valid driver's license is required (must have a clear driving record).

While performing the duties of this position, the employee is frequently required to stand; walk; sit; reach or work with arms above shoulders; bend, twist or rotate at the waist; kneel, stoop, crouch or squat; climb stairs; push up to 100 pounds; lift up to 75 pounds for a height of up to three feet; carry up to 75 pounds for a distance of up to 30 feet; talk or hear; taste or smell, and work machinery such as a vacuum cleaner, leaf blower or snow blower. Occasionally, the employee will need to crawl, climb or work on a ladder, and drive a vehicle. On rare occasions, the employee will need to work with an uncommon level of noise. Close and distance vision required for driving.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Full Time / Exempt
Salary Information: \$41059.20
Shift: Monday – Friday, 6:00 AM – 2:00 PM. On Call 24/7
Weekly Hours: 35
Deadline: Applications will be accepted until position is filled.
Original posting date: 7/16/21

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698