

Position Available

Buildings and Grounds Supervisor - Fremont

Full-time (37.5 hours/week) mostly weekdays, may be required to work other hours occasionally to meet the needs of the library. Healthcare benefits, annual leave, sick leave, and holidays.

Buildings and Grounds Supervisor is responsible for administering, overseeing and performing the tasks necessary to maintain the clean, safe, effective, and efficient operation of physical facilities and grounds of all four library locations. Directly supervises custodial staff and courier. Reports to library business manager. Works closely with library department heads and branch supervisors, and maintains contacts with city workers, maintenance vendors, providers of maintenance services and contractors.

High school diploma, Ohio driver's license, good driving record, background check required. Insurability with the library insurance company required. Two years of maintenance experience required. Managerial or supervisory experience preferred. See job description for more information. Starting salary: \$23.43 per hour.

Submit library application form, resume, and the name, e-mail address, and phone number of three references to: Birchard Public Library of Sandusky County, 423 Croghan St., Fremont, OH 43420, to the attention of Max Celek.

Birchard Public Library application forms and full job descriptions are available at the check-out desk at all locations, or online at www.Birchard.lib.oh.us.

This institution is an equal opportunity provider.

Applications received by June 23, 2023 will receive first consideration. Applications accepted until the position is filled.