

Building Maintenance Leader

Competitive Salary DOQ + [Full-Time County Benefits](#).

The Williamsburg Regional Library, winner of the 2018 ELGL silver award for best public library in the United States, is seeking an engaging individual to provide responsible work overseeing the daily operation, maintenance and repair of Library buildings; leads assigned staff, performs skilled work troubleshooting operations problems.

Responsibilities

- Oversees work of team members during operations including accountability for job completion, materials selection, coordination of logistics and overall welfare and performance of assigned personnel.
- Plans, schedules, and performs daily work of team providing cleaning and custodial duties and courier service between library buildings and community sites.
- Plans, designs, estimates cost and performs minor construction and renovation projects such as, framing, drywall installation and finishing; installs and repairs, sheetrock, ceramic tile, floor coverings, doors and sliding electronic doors, windows and related hardware repairs.
- Performs a variety of plumbing maintenance and repair tasks including elimination of blockages; repair or replacement of faucets, valve stems, commodes; repairs flush mechanisms, installs in-line filters, replaces or repairs damaged PVC or copper pipe.
- Paints building surfaces with appropriate paint type; performs necessary preparation of wood, sheetrock, concrete or concrete block surface.
- Coordinates repairs and maintenance with contractors, department staff and other library maintenance staff; establishes mutually agreeable appointments to perform repairs or maintenance.

Requirements

- Any combination of education and experience equivalent to a high school diploma and considerable work experience in carpentry, electrical and plumbing trades; vocational, technical or trade school training in carpentry or related building trades preferred.
- Must possess or be able to obtain within 30 days of hire a valid Virginia Driver's License and have an acceptable driving record based on James City County's criteria.
- Knowledge of procedures and methods for building, altering, repairing and maintaining various structures, equipment, fixtures and/or furniture as needed to construct and maintain properties and equipment; of proper procedures for operating, inspecting and maintaining tools and related equipment as needed to construct and maintain properties and equipment.
- Knowledge of plumbing and related systems; occupational hazards, safety precautions and safety regulations related to equipment operation, hazardous materials; County codes, ordinances and County and federal regulations regarding building construction; principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to anticipate, identify and evaluate potentially dangerous, unusual or deviating situations and to exercise appropriate judgment to establish priorities and take prompt action for problem resolution; communicate ideas and verbally and in writing effectively so others will understand; listen and understand information and ideas being presented verbally and in writing.

[Click here](#) for a complete job description. Accepting applications until position is filled.

Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>