



Facilities Manager

The Facilities Manager is responsible for overseeing all aspects of facility operations across five (5) library locations, ensuring buildings, grounds, equipment, and systems are safe, functional, clean, and welcoming for staff and patrons. The ideal candidate will have strong leadership skills, with a focus on safety, efficiency, preventative maintenance, and excellent customer service.

This position supervises the Maintenance Assistant, Courier, and Janitorial staff; manages vendor relationships and service contracts; performs hands-on maintenance tasks; coordinates repairs and preventative maintenance activities; and responds to maintenance requests and emergency facility issues in a timely manner, including outside regular business hours when necessary. The Facilities Manager is also responsible for monitoring operating expenses, conducting cost-benefit analyses of services and repairs.

The ideal applicant is a hands-on leader with strong organizational, communication, and problem-solving skills who is committed to excellent customer service and operational excellence. General knowledge of HVAC, plumbing, electrical systems, and facilities management is a plus. Candidates must possess a minimum of five years of relevant experience, including prior supervisory or leadership experience.

Job Benefits:

A starting annual salary of \$49,925 and an outstanding employee benefit package, including paid vacation, sick, personal time, and holidays will be provided to the selected candidate. A full job description is available at www.pageafterpage.org. Interested individuals should submit a letter of intent, resume and application to:

HR Manager, Johnson County Public Library
49 E. Monroe St.
Franklin, IN 46131

or via email to Amber Turner (aturner@jcplin.org)

An Equal Opportunity Employer

***Although employment with the Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system. 5.11.2026*