

**BIRMINGHAM PUBLIC LIBRARY  
BUILDING SUPERINTENDENT- FULL TIME  
BIRMINGHAM PUBLIC LIBRARY SYSTEM  
OPENS: 8/19/2025      CLOSES: 9/4/2025**

**JOB DESCRIPTION**

This is a position requiring specialized work and at least three years of experience and/or supervision in building cleaning and maintenance. Plans, organizes, and supervises the cleaning of library system buildings and grounds; assists in supervising the technical maintenance of buildings; and participates in the maintenance and cleaning work. Organizes cleaning and maintenance projects for the system. Supervises Building Services Workers and may assist in supervising Laborers. Works under the general guidance and direction of the Chief Financial Officer (CFO).

**EXAMPLES OF WORK**

- Reports to the CFO.
- Plans, organizes, and supervises the cleaning of library system buildings and grounds. Assists in supervising Maintenance Repair Workers performing technical building maintenance and repair work.
- Assigns, supervises and evaluates the work of Building Services Workers. Trains and instructs workers in proper methods and procedures of custodial work.
- Inspect buildings and grounds for maintenance problems and quality control.
- Oversees and assists in loading, unloading, and moving of supplies, equipment, and furniture; orders and maintains an inventory of various custodial equipment and supplies; directs or performs minor maintenance on equipment.
- Participates in the maintenance and cleaning of buildings.
- Assists in developing budget data for the maintenance, repair, and cleaning of buildings and equipment.
- Prepares and maintains necessary records and reports.
- Performs other related duties as required.
- Assists library staff as needed.

**MINIMUM QUALIFICATIONS**

Graduation from high school or a GED equivalent and with a minimum of three years of on-the-job experience in building cleaning, maintenance, mechanics, building technology or a closely related field, plus supervisory experience. A valid Alabama driver's license, in good standing and current automobile insurance. The ability to lift and move objects weighing 50 pounds. Ability to see, discern and read parts, equipment, gauges, dials and tools, in low light levels. The job requires working some nights and weekends. On call 24 hours a day to respond to alarm calls for any library building, may include the boarding of broken windows in order to secure the buildings.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of the materials, methods, and practices used in cleaning and related custodial operations.
- Knowledge of the operation and maintenance of vacuum cleaners, scrubbing machines, polishing machines, and other custodial equipment.
- Knowledge of building and equipment maintenance, repair, and construction principles and practices.
- Knowledge of the tools, equipment, materials, and practices of the building and mechanical trades.
- Knowledge of supervisory methods and techniques.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, and the Internet.
- Ability to train employees in cleaning and related work.
- Ability to establish and maintain effective relationships with subordinates, other employees, supervisors, and the public.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform heavy lifting and routine manual cleaning tasks.
- Ability to maintain records and prepare reports.
- Ability to operate power and hand tools and equipment and janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms; personal computer; calculator; copy and fax machine; phone; mobile or portable radio.
- Ability to drive and operate an automobile.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Certification as a building service executive or custodial technician. Knowledge of and experience with building operations, cleaning materials and equipment. Multiple years of experience in a supervisory capacity. Experience with email and ability to use work processing and database management programs.

## **HOURS, PAY AND BENEFITS**

The City of Birmingham offers a competitive compensation and benefits package, including: 80 hours bi-weekly, Grade 24 - Salary range: \$54,849.60 - \$85,092.80 (starting salary is commensurate with education and experience)

- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 “defined benefit” plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan

- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

#### **METHOD OF APPLICATION**

Applicants must register and apply at the Alabama Career Center <https://alabamaworks.alabama.gov>. Applications will be forwarded to the Personnel Officer of the Birmingham Public Library. Library employees need not go through the Alabama Career Center but can submit applications directly to the library Personnel Office. A resume and transcript must be submitted prior to the interview. Qualified applicants may be contacted for an interview.

**You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library.**

***This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.***