



Superintendent of Buildings

Full-Time (40 hours/week)

The Ossining Public Library seeks a Superintendent of Buildings responsible for the operation, maintenance, and upkeep of a modern public library facility and grounds.

This is a provisional position subject to New York State Civil Service requirements. The selected candidate must meet all qualifications at the time of appointment and may be required to pass a Civil Service examination.

Salary & Benefits:

\$61,182–\$80,130, plus an excellent benefits package

Key Responsibilities

- Collaborate with the Library Director and Assistant Director on budgeting and expenditure monitoring
- Oversee and ensure compliance of service contracts
- Conduct regular facility inspections to ensure quality and safety standards are met
- Utilize computer systems (spreadsheets, email, databases) for reporting and operations
- Perform additional related duties as required

Knowledge, Skills & Abilities

- Thorough knowledge of building maintenance operations and repair practices
- Working knowledge of construction principles and building trades
- Ability to plan, prioritize, and delegate work effectively
- Strong supervisory and interpersonal skills
- Ability to prepare and present clear reports
- Proficiency with standard computer applications
- Strong judgment, initiative, integrity, and attention to detail
- Ability to communicate effectively in English

MINIMUM QUALIFICATIONS

Either (a) a Bachelor's Degree* and four (4) years of experience in the operation and maintenance of buildings and grounds, two (2) years of which must have been in a supervisory capacity; or (b) an Associate's Degree* and six (6) years of the experience as defined in (a), including the two (2) years of supervisory experience; or (c) graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as defined in (a), including the two (2) years of supervisory experience. Please see the Westchester County Department of Human Resources [job description](#) for more details about the job description and minimum qualifications.

To apply, please send an [application](#), resume, and cover

letter to: Molly Robbins, Assistant Library Director

Ossining Public Library

53 Croton Ave., Ossining, NY 10562

mrobbins@ossininglibrary.org