Job Description

Position Title: Facilities Assistant

Classification: E

Supervisor Title: Facilities Department Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Facilities Manager, this position facilitates superior library service by performing building maintenance, handling repair and/or alteration projects, cleaning areas of the building, and maintaining the library grounds while using the online ticketing system to track issues.

Specific responsibilities will be assigned by the Facilities Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:

* **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
* **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
* **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.

1. Working knowledge of basic maintenance and facility materials, tools, and equipment.
2. Working knowledge of painting, carpentry, electrical and plumbing methods and techniques.
3. Working knowledge of the repair and maintenance of heating and cooling systems.
4. Knowledge of library and facility related technology and software with the ability to problem solve and troubleshoot.
5. Experience in general building maintenance and repair.
6. Valid driver’s license.

## ESSENTIAL FUNCTIONS

1. Performs ongoing maintenance and upkeep of the building and grounds to keep the facility clean, attractive, and safe for staff and patrons.
2. Sets up meeting rooms and auditorium while using room booking software
3. Performs building maintenance, repair and/or alteration projects including minor plumbing, carpentry, painting, and electrical repairs.
4. Assists with other maintenance tasks including delivery of materials and emptying book drops and assists with security when security monitors are not in the building.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.

WORK ENVIRONMENT

Work is regularly performed around moving mechanical parts and occasionally in outside conditions that include inclement weather, heat, and humidity. Noise level may be loud at times.

PHYSICAL REQUIREMENTS

1. Constantly moves about the building floors and grounds.
2. Frequently monitors internal and external conditions for temperature and inclement weather.
3. Frequently retrieves, transports, and places objects up to 125 lbs.
4. Frequently ascends/descends by mechanical lift and ladders up to 20 feet.
5. Frequently positions self to inspect, service, place and remove objects and equipment.
6. Frequently operates a computer and inspects and operates tools and machinery with buttons or a touch pad.
7. Frequently exchanges information with staff and vendors.
8. Occasionally uses chemicals for building maintenance.