JOB DESCRIPTION

Position Title: Facilities Worker

Classification: C

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 detailed cleaning of public areas, work rooms, and offices and assisting with meeting room setups and emptying book drops.

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. Knowledge of routine library functions and procedures.
2. Ability to use power and manual tools and machinery indoors and outdoors.
3. Ability to work with detail, precision and accuracy.
4. Ability to perform continuous, repetitive work.

## ESSENTIAL FUNCTIONS

1. Along with the daily cleaning service, cleans building by dusting, wiping, sweeping, mopping, scrubbing or vacuuming to ensure a tidy appearance of the library.
2. Maintains and replenishes restroom supplies.
3. Serves as a back-up for meeting room setups, emptying exterior book drops, emergency clean ups and assisting with exterior grounds maintenance.
4. Participates in relevant training, continuing education and/or staff development.
5. 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 retrieves, transports, and places objects up to 125 lbs.
3. Frequently positions self to inspect, service, place and remove objects and equipment.
4. Frequently operates a computer or tablet and inspects and operates tools and machinery with buttons or a touch pad.
5. Frequently exchanges information with staff and vendors.
6. Occasionally uses chemicals for building maintenance.