

Job Description

Facilities Assistant

Name:		Department:	Library Operations
Pay Grade:	H	FLSA Code:	Non-exempt
Reports To:	Facilities Supervisor	Typical Schedule:	Varies
Last Updated By:	Donna Dunn	Date:	7/5/2017

Job Summary

This position is responsible for routine cleaning, housekeeping chores, and light building maintenance duties required to keep the building and grounds in good working order.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Cleans all areas of the library, including but not limited to:
 - Flat surfaces
 - Interior windows and glass surfaces
 - Washroom fixtures and mirrors
 - Doors and walls
 - Carpets, floors, and furniture
 - Book shelving and carts
 - Other items, as necessary
- Litter cleanup in library parking lots and on the grounds
- Empties trash
- Sweeps entries to buildings
- Keeps sidewalks free of ice and snow
- Sets up and takes down furniture and equipment for events
- Assists with moving office furniture, as needed
- Assists with moving book carts

- Operates the library vehicle to deliver and pickup mail, materials, and supplies, and to empty book returns
- Fuels and takes the library vehicle for service
- Completes other errands, as requested
- Performs minor repairs to furniture, walls, fixtures, floors, etc.
- Assists with the maintenance of custodial equipment, tools, and supplies
- Assists in maintaining supply inventory
- Maintains knowledge of custodial standards and safety practices
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Assists with training new department employees
- Participates in professional development and continuing education, as appropriate
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor's Degree |
| <input checked="" type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- Valid driver's license with good driving record
- Previous custodial experience
- Excellent written and verbal communication skills
- Basic technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to adapt to evolving technology
- Ability to exercise initiative in problem-solving and refer questionable situations to the supervisor

- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Previous building maintenance experience
- Knowledge of basic carpentry, electrical, and plumbing

Physical Requirements

Heavy work: exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Subject to environmental conditions, as activities occur inside and outside of the building.

	Constantly <small>($\frac{2}{3}$ or more of the time)</small>	Frequently <small>($\frac{1}{3}$ - $\frac{2}{3}$ of the time)</small>	Occasionally <small>($\frac{1}{3}$ or less of the time)</small>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying/moving (up to 100 pounds)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading/analyzing/interpreting data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Viewing/working at a computer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

Employee Signature

Date

