

**POSITION OPEN:** Facilities Maintenance Team Member

**DATE AVAILABLE:** Immediately

**SALARY RANGE:** R3 \$55,634 – \$62,927

The Library Facilities Maintenance performs a variety of maintenance and repairs to the main library and its branches creating a clean, positive, safe and welcoming environment for all staff to work and library patrons to visit.

**Position Summary:**

Under the direction of the Director of Administrative Services, support the overall mission of the Library by ensuring the Library buildings and grounds are in operating order. Perform maintenance tasks such as monitoring heating and cooling systems, making minor repairs and cleaning. Responds to indoor building emergencies during and after hours of library operation. Assists in the transportation of books and materials among the library branches and schools.

**Essential Functions:**

Performs routine and periodic facility, grounds, parking lot, custodial and maintenance activities. Seasonal grounds keeping including snow removal and application of salt as necessary and other duties to maintain the safety and appearance of the facilities and grounds.

- Performs routine building repairs like plumbing, carpentry, painting, heating/ventilation and air conditioning for all library facilities.
- Performs minor work on ceilings, floor, carpet and tiles.
- Performs and documents assigned preventive maintenance and safety check inspections.
- Respond and resolving help desk tickets in a timely manner.
- Repairs a variety of equipment. Refers more complex repairs to Director of Administrative Services for appropriate action.
- Moves, assembles, and arranges furniture and equipment, including audio visual equipment per room set-up specifications.
- Perform custodial cleaning duties to all Library branches.
- Transports books, materials, and supplies between facilities and to schools as needed using the library vehicle.

- Follows safety rules. Keeps work area in a clean and orderly condition.
- Uses computer, current software and other common office equipment.
- Performs other related duties and special projects as assigned

#### **KNOWLEDGE AND ABILITIES:**

- Ability to quickly and efficiently carry out tasks according to a regular schedule with minimum supervision.
- Ability to perform minor repairs and use standard hand tools, shovels, broom, floor buffer, carpet cleaner, snow blower, and other equipment.
- Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment, and other task as assigned.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Ability to work cooperatively with library staff in a team environment.
- Ability to execute good judgment, while following procedures, in support of Library policies
- Report any maintenance concerns or unsafe conditions to the Director of Administrative Services.

#### **WORKING CONDITIONS:**

- Works with various cleaning chemical products.
- Works outside in varying weather conditions

#### **PHYSICAL REQUIREMENTS:**

- Ability to lift bags of trash and boxes of books weighing up to 50lbs
- Ability to climb on tall ladders to reach light fixtures, vents, et cetera
- Effectively communicate ideas and information
- Effectively read and understand labeling, signage, and instructions
  - Set priorities in order to complete job