



# Wright Memorial

## *Public Library*

### **WRIGHT MEMORIAL PUBLIC LIBRARY**

#### **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>FACILITIES TECHNICIAN</b>
<b>JOB CLASSIFICATION:</b>	<b>NON-EXEMPT, PART-TIME</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATIVE SERVICES</b>
<b>REPORTS TO:</b>	<b>ADMINISTRATIVE SERVICES COORDINATOR</b>
<b>DIRECT REPORTS:</b>	<b>NONE</b>

#### **SUMMARY OF RESPONSIBILITIES**

The Facilities Technician is responsible for performing general building maintenance and upkeep on all library facilities, grounds and furnishings and providing a clean, pleasant, and safe environment for library customers and staff.

#### **POSITION REQUIREMENTS**

- A high school diploma or GED
- One to two years maintenance experience and/or related technical training.
- Basic knowledge of building maintenance, repair methods, and practices (i.e., HVAC controls, carpentry, plumbing, electrical work, sump pump, drains, painting and other related areas; safety practices, cleaning methods, materials handling).
- Ability to load, unload, and lift materials up to 60 pounds. Occasional work with materials weighing more than 60 pounds may be required.
- Ability to use a wide variety of hand and power tools and to bend, stoop and climb ladders.
- Ability to use email and the internet.
- Ability to read English, understand oral and written instructions, and communicate effectively with staff and patrons, orally and in writing.
- Ability to interact with the public, vendors, or staff in a consistent, friendly, and professional manner.
- Must be able to meet deadlines, be efficient, prioritize workflow and work independently
- Maintains a positive attitude and a willingness to accept change.
- Ability to work flexible schedule including occasional nights and weekends.
- Ability to occasionally work on short notice for library emergencies is required.
- Valid State of Ohio Driver's License, acceptable driving record, and continuous insurability required

#### **JOB RESPONSIBILITIES**

- Performs basic and preventative building maintenance tasks and repairs (i.e. mechanical and electrical equipment, carpentry, painting, minor plumbing work)
- Proactively identifies and addresses basic maintenance issues; reports more complex maintenance needs to Administrative Office.
- Monitors, troubleshoots and adjusts electrical, plumbing, and related systems.
- Assists with grounds keeping activities (light pruning, weeding, leaf clean up, and seasonal outdoor cleaning)
- Performs cleaning tasks not covered under cleaning contracts or as needed for urgent tasks.
- Sets up library's meeting room for programs and/or events.
- Maintains inventory of maintenance supplies.
- Assembles, maintains, and repairs library equipment such as furniture, shelving, and book trucks.
- Performs seasonal tasks such as putting up holiday decorations.
- Responds quickly and effectively to problems or concerns affecting patron service.
- Acknowledges library customers, answers simple directional questions, and makes appropriate referrals to other staff.
- Performs other duties as assigned.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance and reliability:** Demonstrates reliability by arriving to work and meetings on time and by completing assignments in expected time frames.
- **Customer Service:** Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, contractors, colleagues and members of the public.
- **Diversity:** Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- **Initiative:** Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- **Teamwork:** Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations.
- **Organizational Ethics:** Maintains a high level of ethics, integrity and confidentiality. Follows all library policies and procedures.
- **Technical Skills:** The ability to perform necessary tasks, such as email and basic internet browsing.
- **Safety/Security:** Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.

**Professional Development:** Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.