



TITLE: Facilities Assistant

DEPARTMENT: Administration

REPORTS TO: Facilities Supervisor

GRADE: 4 **FLSA STATUS:** Non-Exempt

EFFECTIVE DATE: _____ **APPROVAL:** _____

JOB SUMMARY:

Under the supervision of the Facilities Supervisor, assists in activities relating to the maintenance and cleaning of the library's building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning of interior and exterior furniture and building as needed
- Setting up meeting rooms for library and community meetings
- Minor repair, paint and maintenance of library furniture and equipment
- Seasonal exterior up-keep as needed, such as, but not limited to, shoveling and salting sidewalks and watering flowers and shrubs
- Gathering of recyclable and garbage from receptacles as needed for both interior and exterior of building
- Picking up litter from library grounds as needed
- Other daily maintenance duties as assigned by Facilities Supervisor
- Assist Facilities Supervisor with designated projects as needed

PHYSICAL/MENTAL REQUIREMENTS:

- Demonstrated knowledge of building and grounds maintenance, repair, and custodial work
- Ability to coordinate and prioritize tasks to meet deadlines
- Ability to take responsibility and work independently
- Ability to work varied schedule including weekends
- Ability to supervise the work of others
- Accurate computer and keyboarding skills
- Excellent oral and written communication skills
- Strong commitment to public service
- Ability to work with library customers and staff in a friendly and efficient manner
- Ability to maintain reliable attendance and regular schedule
- Flexibility to adapt to changing situations and to vary work schedule

- Good vision and hearing
- Manual dexterity to operate computer and phone equipment
- Physical ability to lift materials weighing up to 80 pounds and to push fully loaded carts of library materials
- Valid driver's license

EDUCATION:

High School Diploma or Equivalency

EXPERIENCE:

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

Essential functions of this position must be performed with or without a reasonable accommodation. Requests for reasonable accommodation will be considered on a case-by-case basis.

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