

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

FACILITIES MAINTENANCE SPECIALIST

FLSA Designation: non-exempt
Board Approved: October 18, 2018

General Statement of Duties

The position is responsible for the general maintenance and repair of buildings, facilities and equipment. The job requires the ability to work cooperatively, effectively and safely with staff and public, to organize work, set priorities, work with limited supervision and perform some unpleasant tasks. Does related duties as assigned.

Position Summary

Performs general maintenance, grounds keeping, and cleaning as part of the maintenance team at all District libraries. Some background in manual labor and the ability to use or learn the District's online software systems is required, as is the ability to communicate by email and cell phone.

This position requires knowledge of, or willingness to learn: carpentry, electrical, HVAC, plumbing, irrigation, glazing, masonry, painting, and other maintenance-related skills. May be asked to respond to emergency calls during and after regular work hours. Must maintain clean, safe and orderly work sites. Works under, and reports to, the Facilities Manager.

Examples of Work

- Responsible for some custodial work including picking up trash on library grounds and power washing sidewalk areas
- Attends to landscape needs in the spring/summer and snow removal in the winter, including removing ice dams on roofs using steam equipment
- Troubleshoots and responds to emergency maintenance situations
- Makes minor repairs e.g. clearing drains, maintaining irrigation systems, replacing lights and HVAC filters
- Assists with computer and furniture installation, including shelving units
- Drives library vehicles on a regular basis
- Works with maintenance management software and the District's e-mail system
- Cleans and repairs restrooms on a regular basis

Knowledge, Skills and Abilities

Knowledge of:

- Grounds and landscape maintenance
- Custodial work
- Maintenance and safe use of hand tools
- Construction methods and building repair and maintenance

Ability to:

- Coordinate and prioritize tasks to meet deadlines
- Take responsibility and work independently

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- Work with the public, staff, and vendors in a friendly and efficient manner
- Understand and comply with OSHA requirements and District safety procedures
- Safely maneuver vehicles with an attached trailer
- Effectively communicate both orally and in writing
- Lift library materials and boxes weighing up to 50 pounds and push fully loaded book carts

Other

- Strong commitment to public service
- Flexibility to adapt to changing situations and to varied work schedules

Acceptable Experience and Training

- High school diploma or GED
- Experience in building and equipment repair
- Any combination of experience and training which provides the required knowledge, skill, and abilities

Special Qualifications

- Valid driver's license, acceptable driving history, and personal automobile for job-related transportation; insurable with District's insurance provider

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert moderate physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight, including pushing and pulling a loaded book cart off of and onto the Sprinter van. Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires interpersonal communication skills, including the ability to interact with staff members and members of the public.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.