

**FACILITIES ASSISTANT**

**Classification:** Grade 2

**Work Schedule:** Part time, including evenings and weekends

**General Job Description:**

Performs general cleaning and minor maintenance duties in order to maintain the library building, walks and grounds. Rearranges tables and chairs in meeting rooms to meet the needs of the events held by the library and community groups. Assists the Facilities Supervisor with maintenance work that may require two people.

**Primary Duties:**

- Regularly walks the building interior and exterior to monitor building status, asks if staff need any assistance, and maintains a presence of alert helpfulness.
- Cleans assigned areas including, but not limited to: dusting, vacuuming, mopping and disinfecting.
- Collects trash and recycling from assigned areas – carrying it to outside receptacles.
- Rearranges tables and chairs, including the full removal of all furniture at times, in all large meeting rooms, including the Youth Services Program Room.
- Assists in opening/closing of library and securing the building.
- Shovels snow and lays down salt on library walkways, maintaining all emergency exits as well as the main entrances for staff and patrons.
- Provides Bio Clean Crisis Scene Management: cleaning, disinfecting, handling, containment and disposal of any bodily fluid “spills” due to illness and/or accident.
- Reports any building problems to Facilities Supervisor and/or the Library Director.

**Secondary Duties:**

- Trains in the basics of all HVAC operations in order to be able to convey any issues with the Facilities Supervisor over the phone.
- Replaces light bulbs and replenishes supplies when requested from other departments.
- Assists Facilities supervisor with projects that may require additional hands.
- Accepts and unpacks shipments of maintenance supplies and equipment.
- Cleans and restocks supplies in patron and staff bathrooms when necessary.
- Cleans meeting rooms and unassigned areas in the absence of outside cleaning crew or when additional cleaning is necessary in the middle of the day.
- On a rotating basis provides detailed cleaning of carpet edges, stair railings, staff stairwells, chair rails, interior glass, in and under upholstered furniture, etc.
- Assists with light grounds-keeping not covered by the outside landscaping company.
- Greets and monitors outside contracted workers when directed to by the Facilities Supervisor.
- Other relevant duties as assigned.

**Organizational Relationships**

- Reports to the Facilities Supervisor, who reports to the Library Director.
- Works closely with the Adult and Youth Programmers for room setups.
- May perform some duties under the direction of the Facilities Associate.

**Qualifications:**

- At least 18 years of age with a valid driver's license.
- Fluent in English, both oral and written.
- Able to safely and effectively use hand tools, including machines and appliances such as vacuum cleaners and snow blowers.
- Able to learn the basics of our HVAC systems and controls in order to read and report to the Facilities Supervisor over the phone.
- Self-motivating; able to work with minimum supervision and follow a list of directions.
- Able to complete all tasks related to shift on a regular basis with thoroughness and an attention to detail.

**Physical Requirements:**

- Able to perform frequent standing, bending, stooping, crouching, kneeling, laying, and twisting to perform maintenance on furnishings and equipment, sometimes in tight places.
- Manual dexterity and eye-hand coordination when moving library materials or operating automated equipment and power tools.
- Balancing: maintaining body equilibrium to prevent falling when walking, standing, or crouching on slippery, narrow, or moving surfaces.
- Reaching above shoulder and reaching into tight places to repair appliances or machinery
- Ability to climb and descend a ladder.
- Able to push/pulling shovels, rakes, brooms, and mops to clean or remove snow or leaves.
- Grasping using the entire hand and arm strength to carry & place objects.
- Infrequent heavy lifting and carrying: raising and/or moving objects over 60 pounds.
- Frequent average lifting and carrying for room setups: tables weighing 25-60 pounds.
- Pushing/pulling a cart on wheels weighing as much as 100 pounds.
- Visual requirement: able to read small print on labels as well as digital readouts and a computer screen.
- Hearing requirement: able to tolerate (with earplugs) loud noises from machinery and the HVAC system.
- Communication requirement: Fluent in English, both written and oral. Able to speak and be heard and hear the speech of co-workers in person and over the phone.