



Position Title:	Associate
Department:	Facilities
Grade:	5
Immediate Supervisor:	Facilities Supervisor

Position Summary
A non-exempt position responsible for the maintenance and efficient operation of the library building and grounds including furniture and equipment. Reports directly to the Facilities Supervisor. Part-time, up to 19 hours per week including some evening and weekend work shifts, or Full-time, 37.5 hours per week mostly evening, and some weekend work shifts. Schedule is subject to change.
Qualifications
<ul style="list-style-type: none"> • High school diploma or equivalent • Demonstrated maintenance work experience • Knowledge of the use and care of manual and power tools • Familiarity with the fundamentals of electricity, plumbing, heating, and carpentry • Experience with public buildings preferred • Previous library work experience preferred • Computer literacy is required • Ability to perform work with minimal supervision • Valid driver's license and access to vehicle
Essential Position Duties & Responsibilities
<ul style="list-style-type: none"> • Ability to follow directions of Facilities Supervisor, Executive Director, and management team members • Must be able to understand and follow oral and written instructions from various staff members regarding miscellaneous duties • Assists in maintenance and repair of building systems and equipment including but not limited to: HVAC, electrical, plumbing, security, waste and recycling, elevator, and landscape • Assists in maintenance and repair of building furniture and equipment • Acts as contact with contractors and service companies in place of Facilities Supervisor as needed • Assists in the maintenance of accurate service and repair records

- Performs maintenance related duties including but not limited to: assembly, moving, shifting, adjusting, shoveling, painting, landscaping, and plastering
- Performs cleaning related duties as needed including but not limited to: vacuuming, dusting, cleaning restrooms, trash removal, and mopping
- Unloads deliveries
- Ability to operate and use tools and equipment skillfully and safely
- Assists library staff in monitoring behavior of patrons when appropriate
- Assists the Friends of the Library with tasks related to maintenance of the Friends Book Room, used book sales, and concerts
- Prepares program set-ups
- Demonstrates skill set for position's technology competencies
- Performs other duties as assigned

Physical Requirements

- Frequent pushing, pulling, lifting, moving, bending, stooping, crouching and reaching
- Climbing, balancing, sitting, kneeling, crawling as needed
- Lifting up to 70 lbs.
- Ability to perform medium to heavy work as needed
- Vision for near and far

Basic Requirements for All Library Employees

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners and copiers

Last revision: July 1, 2020