



Facilities Maintenance Worker Job Description

JOB TITLE	DEPARTMENT	PAY GRADE
Facilities Maintenance Worker	Facilities Department	A5
CLASSIFICATION	REPORTS TO	SUPERVISES
Non-Exempt	Facilities Manager	N/A

POSITION SUMMARY

The Facilities Maintenance Worker performs a variety of maintenance and repair activities to the Library facilities. Collaborates on programs/projects with all NPL staff, and assists in creating a positive, safe and welcoming environment to our customers and staff.

RESPONSIBILITIES

- Performs routine and periodic facility, grounds, parking lot, custodial and maintenance activities. Seasonal grounds keeping including snow removal and application of salt as necessary and other duties to maintain the safety and appearance of the facilities and grounds.
- Performs routine building repairs like plumbing, carpentry, painting, heating/ventilation and air conditioning and masonry across three full-service library facilities.
- Performs minor work on ceilings, floor, carpet and tiles.
- Performs and documents assigned preventive maintenance and safety check inspections.
- Performs security checks of facilities and grounds.
- Investigates and prioritizes facilities related complaints and work orders and recommends corrective action as necessary to resolve complaints.
- Repairs a variety of equipment. Refers more complex repairs to supervisor for appropriate action.
- Performs various electrical repairs like bulb and ballast replacement, switches, outlets and new fixture installation, re-wiring existing electrical systems at both residential and commercial voltage.
- Assists Lead Facilities Coordinator in maintaining supply and parts inventory.
- Moves, assembles, and arranges furniture and equipment, including audio visual equipment per room set-up specifications.
- Receives incoming materials, supplies, and equipment and distributes to appropriate department. Routes paperwork accurately and timely.
- Transports books, materials, and supplies between facilities and to customers as needed using the library vehicle.
- Follows safety rules and provides aid/support in emergency situations. Keeps work area in a clean and orderly condition.
- Uses personal computer, current software and other common office equipment.
- Performs other related duties and special projects as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Demonstrates strong written and verbal communication in responding to customers and staff.
- Uses problem solving skills to assist in determining priorities and finding timely solutions to departmental or system-wide issues.
- Provides quality assistance to customers and staff by seeking to understand customers' needs and providing relevant support. Remains calm in stressful conditions.
- Uses multiple tools to answer questions, uses common office equipment and relevant computer software for daily tasks, communication and to maintain workflow. Keeps current in relevant technology.
- Strong organizational and time management abilities. Complete assignments and projects in a timely manner.
- Strong interpersonal skills, working effectively with individuals of diverse cultures, interpersonal styles, abilities, and backgrounds.
- Responsive to change and demonstrates adaptability.
- Maintains a positive approach while doing daily tasks and when faced with adversity.
- Ability to successfully collaborate with coworkers.
- Takes responsibility for consistent completion and follow-up on departmental jobs.

EDUCATION/EXPERIENCE/QUALIFICATIONS

- Highschool diploma or equivalent
- Minimum 1 year of relevant experience
- Previous experience with plumbing, carpentry, painting, electrical repairs, heating/ventilation and air conditioning and masonry is a plus.
- General knowledge of common hand and power tools

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to speak, hear, comprehend, and respond to staff, customers, and the public in person, in writing, and in telephone conversations
- Must have visual ability to see computer screens
- Must be able to manipulate computer keyboard, and other equipment
- May require sitting/standing/walking for prolong periods; use hands to finger, handle or feel; and reach with hands and arms.
- Moving/lifting requirement of 5 to 60 lbs
- Must have reliable means of transportation to attend meetings, conferences, and perform work in other locations
- Typical library environment, occasionally exposed to elements such as noise, dust and dirt, which make conditions less desirable than usually found in an office; may be exposed to outside weather conditions; valid Illinois driver's license.

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities, and functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the library's operational demands.

Employee's Signature

Date