Chillicothe & Ross County Public Library

Facilities Assistant

Supervisor: Facilities Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Facilities Assistant supports the Facilities Manager in the maintenance and repair of library property, buildings, and vehicles in order to maintain a safe, clean, and welcoming environment.

Essential Duties & Responsibilities

- Responsible for maintenance of all facilities (buildings) and property (mechanical equipment, vehicles, etc.).
- Monitor safety conditions in buildings and vehicles in order to eliminate hazards.
- Plumbing: Install replacement fixtures and clear stopped drains; repair leaks.
- Electrical: Change lights and lighting fixtures (bulbs and ballasts), as needed.
- Basic Carpentry: Perform tasks related to wall, floor, and other building improvements.
- Painting and Drywall: Prep walls, repair drywall, and painting.
- HVAC: Perform basic preventative maintenance, changing filters, and cleaning.
- Outdoor: Assist in lawn care, parking lot upkeep, and exterior building maintenance.
- Vehicles and Equipment: Perform preventative maintenance and upkeep, including coordinating regular oil changes, spark plug replacement, and other related tasks as needed.
- Interact with vendors and contractors to provide information and answer questions, as needed and directed by supervisor.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Maintain job knowledge by staying current with library policies and procedures, work-related emails, and training documents and by attending meetings and trainings as assigned.
- Maintain appropriate service and repair records.
- Assist and serve as backup to other Facilities employees.
- Perform other related duties as required.

Qualifications

- High school diploma with some technical coursework in skilled trades preferred.
- OSHA 10-Hour Construction Certification
- Four years' experience in building maintenance and repair with knowledge of commercial settings.
- Experience with electrical and plumbing equipment. HVAC experience helpful but not required.
- Ability to use hand tools, power tools, electrical materials, painting/patching materials, and cleaning supplies.
- Ability to take direction and follow detailed written and oral instruction.
- Ability to handle routine problems, work with minimal supervision, and keep supervisor informed of departmental needs and concerns.
- Valid driver's license.

Supervisory/Management Responsibilities

None.

Interaction

Frequent interaction with library employees, patrons, and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org), HVAC controller software, security camera software, PC and Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Daily

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents and operate office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, walking, and working on ladders or other equipment.

Work Environment

Work performed in both a general office/library setting and the field.

Requires availability for extended or nontraditional hours as needed to perform job duties. May be called in after-hours to handle emergency maintenance.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.