

Crawfordsville District Public Library

Job Description

Job Title: Facilities Technician

Job Classification: Class 9

Branch/Department: Administration Department

Location: Crawfordsville District Public Library

Employment status: Part-time

FLSA Status: Non-exempt

Summary: The Facilities Technician assists to maintain a clean, comfortable and safe environment for library patrons, museum visitors and staff. The Facilities Technician identifies and reports all problems related to the buildings and grounds for the main library and museum and recommends solutions to those problems. Use of personal vehicle in the city and surrounding areas as needed or assigned.

Essential Duties and Responsibilities

- Performs preventative maintenance
 - Performs preventative maintenance work and/or repair work on CDPL-owned buildings, grounds and related equipment
 - Inspects and reports to Assistant Director need for major repairs
 - Maintains building surfaces, roofs, floors, doors, windows, light fixtures and other components
 - Arranges and coordinates maintenance and/or repairs performed by vendors, contractors, etc.
- Performs minor repairs and light construction
 - Makes minor repairs to defective plumbing, electrical wiring, computer cabling, window panes, lights, furniture and equipment, etc.
 - Replaces ballasts and changes lightbulbs
 - Paints walls, trim, parking spaces, etc., as necessary or as assigned
 - Performs light construction work (walls, shelves, racks, etc.) as assigned
 - Assembles/erects equipment, shelving, and furnishings purchased by the library or museum when necessary
- Maintains a clean, comfortable, and safe environment
 - Maintains appropriate temperature and humidity ranges for library, archival, and museum collections
 - Maintains comfortable interior temperatures utilizing programmable thermostats for library staff and patrons
 - Assists staff in the arrangement of furniture, shelving, and equipment; on special decorating projects; and to set up tables and chair for scheduled events as needed
 - Transports recyclables to recycling sites

- Performs custodial tasks, as needed, in the absence of regular janitorial workers to keep up appearance and safety of library and museum buildings and grounds (public and office areas)
- Assists in keeping sidewalks cleared of snow
- Maintains necessary documentation
 - Maintains service records and test records for equipment such as fire alarm systems, fire extinguishers, HVAC system and similar equipment
 - Assists Library Director with budgetary needs for buildings and grounds
- Performs other tasks to assist with the smooth running of the department
 - Orders and maintains inventory of cleaning, janitorial, and building maintenance equipment and supplies
 - Runs errands pertaining to duties
 - Checks buildings, as needed, on days when the library and/or museum are closed
 - Coordinates and oversees occasional building-related volunteers and community service workers
 - Observes and implements Library Board policies and procedures
 - Performs other related duties as assigned

Education and Experience Requirements

- High school diploma or equivalent
- Minimum of two years' field experience in specialized trade such as HVAC, electrical, plumbing or carpentry; building trades certification or journeyman's license preferred
- Previous experience serving in this capacity a plus
- Strong analytical skills and computer skills, including use of email

Job Skills and Knowledge Requirements

- Demonstrates knowledge of skills and abilities in using equipment, materials and supplies used in building and grounds maintenance
- Demonstrates knowledge and skills in the use of equipment and supplies necessary to do minor repairs
- Some knowledge of first aid and applicable safety precautions
- Ability to work independently and to complete daily activities according to work schedules
- Ability to communicate orally and in writing
- Ability to understand and follow written and oral instructions
- Ability to work under pressure in emergencies
- Excellent interpersonal skills for working with library staff, contractors, utility and other service representatives
- Cooperative spirit, reliability, enthusiasm, friendliness, energy, resourcefulness, initiative, tact, good judgment, and a sense of humor are essential
- Valid Indiana driver's license, good driving record and reliable transportation

Special Necessary Requirements

- Employment contingent on acceptable results of a background check.

- Valid Indiana State driver's license, acceptable driving record, and proof of insurance.

Certification

- Librarian certification not required for this position

Contact

- Occasional contact with the public
- Occasional contact with building and grounds vendors
- Daily contact with personnel from other departments
- Daily contact with janitorial vendors

Supervision

- Supervised by Assistant Director
- No supervisory duties

Technical Competencies

- Conducts routine database and Internet searches
- Performs data entry and basic word processing
- Performs basic photocopier functions
- Communicates through email

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee routinely:

- Performs tasks that require the ability to walk, sit, talk and hear
- Uses hands to operate and use objects, tools and controls
- Walks and stands for long periods of time and is occasionally required to climb up and down ladders, balance, bend, stoop, kneel, crouch, crawl, and reach from floor level to six feet in height
- Uses specific vision abilities required by this job, which include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Lifts materials or other objects weighing up to 30 pounds and occasionally must lift and/or move up to 100 pounds

Schedule

- Typically works up to 10 hours weekly, including daytime, evening, and weekend hours as necessary to accommodate service needs
- Building emergencies may necessitate work outside hours of library operation.

Working Environment

- Primarily indoors with heating and cooling regulated in a general library and museum environment

- Some tasks will need to be performed outdoors in a non-controlled environment
- Hazards are infrequent but may include: fumes, dust, asbestos, gasses, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized water systems, inadequate lighting and loud noises.