



JOB OVERVIEW	
JOB TITLE	Facilities Associate
DEPARTMENT	Facilities
REPORTS TO	Director of Facilities
GENERAL JOB DESCRIPTION	
Assist the facilities director to perform the maintenance, repair, and cleaning of the library facilities, grounds, and equipment.	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> •Assist in ongoing maintenance of all library facilities, grounds, and equipment. •Adhere to preventative maintenance schedules set by the manager. •Adhere to facilities budget set by the manager. •Demonstrate teamwork through communications, contribution in staff meetings, and dependability. 	
EDUCATION & TRAINING	
High School Diploma or GED.	
KNOWLEDGE & EXPERIENCE	
<ul style="list-style-type: none"> •Basic technology knowledge including email; hardware and software; internet; operating systems; and web based platforms. •Basic interpersonal skills including collaboration, communication, and customer service. •Basic plumbing, electrical, appliance repair, carpentry, drywall repair, and painting experience. 	
SKILLS & ABILITIES	
<ul style="list-style-type: none"> •Collaboration-creates effective relationships; teamwork; conflict resolution •Communication-variety of formats, platforms, and audiences; solid writing and public speaking skills •Customer service-responds promptly to customer needs and requests; manages difficult situations in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; solicits customer feedback to improve service •Ethics and values-understands and follows district mission, policy, procedure, and applicable standards; adheres to user privacy and confidentiality; understands and promotes intellectual freedom •Independence-able to work things out on own; takes responsibility for own time and effectiveness; alert to opportunities to contribute; able to spot and implement opportunities for improving situations •Leadership-meets commitments; provide an awareness of customer and community needs and opportunities to build community; accepts responsibility for own actions; attention to detail •Learning and innovation-remaining current with library resources; adaptable to changing needs; problem solving through innovation and creativity 	
WORKING CONDITIONS	
WORK ENVIRONMENT	<ul style="list-style-type: none"> •Regular exposure to work near mechanical parts; outdoor weather conditions; humid, wet, or extreme heat conditions; fumes, toxic, and caustic chemicals. •The noise level is usually moderate to loud. •Frequently lift and/or move up to 100 pounds. •Occasionally work at heights upward of 30 feet. •Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. •Regular use of hands to manipulate, handle or feel. •Frequently required to sit, stand, walk, climb or balance, stoop, kneel, crouch or crawl; and talk or hear; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
HOURS / SHIFTS	20-40 weekly hours. M-F

PAY GRADE	40 Non-exempt
BENEFITS	Health, dental, vision, life, LTD, and accident insurances. Retirement, PTO, cell phone and mileage reimbursement, and other voluntary insurance.
LOCATION	District Office. Travel to all library facilities.