

James V. Brown Library Position Description

The James V. Brown Library is the place to go to Learn, Connect and Grow

Job Title: Facility Assistant II	Department: Facilities
Classification: Library Assistant II	Reports To: Chief Financial Officer/ Chief Operations Officer
FLSA Status: Non-exempt	Date Approved: 6.25.2024

This position description is unique to your job title. There are requirements of being an employee of the James V Brown Library that apply to every staff member. You are expected to treat everyone, be it co-workers or patrons, with respect. You are always a representative of the Library and as such be an advocate of the Library. The Library will continue to change, grow, and evolve; be open to evolution. Be a good communicator and share ideas and concerns with your supervisor, coworkers and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each individual's job.

Summary: This position assists the Facilities Professional in ensuring the overall appearance, physical condition and functional integrity of the library building, grounds and systems is maintained. Performs maintenance and repair functions for the library facilities.

Supervises: N/A

Committee Responsibilities:

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- Under direction of Facilities manager, ensure the overall appearance, physical condition and functional integrity of the library building, grounds and systems is maintained. In order to accomplish this, the Maintenance Assistant will work in a timely and efficient manner and:
 - Do various remodeling and painting projects around the Library.
 - Change light bulbs and do minor electric repairs.
 - Assist with minor plumbing repairs or replacements.
 - Do various projects such as reorganization of library usage to new areas, including moving of furniture, shelving, etc.
 - Assist in keeping walk areas clear of debris and snow.
 - Assist with landscaping and mowing of library property, including garden.
 - Alert Facilities Manager to any building problems.

- Set up and tear down for programs
- Do minor cleaning of areas and restrooms at times when housekeeping staff is not on duty.
- Assist in routine inspections of boilers, AC units, and maintenance equipment such as lawnmowers, snow blowers, etc.
- Plant, water, prune and weed plants and shrubbery on Library grounds.
- Maintain all interior plants at the Library.

Education Required: A high school diploma or equivalent is preferred but not required.

Experience and Qualifications: Prefer previous successful facility management, repair and maintenance work experience in electrical, mechanical, plumbing and building trades. Prefer previous landscaping and plant care experience. Vocational or trade school training a plus.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs. Occasionally, the employee is required to lift and/or move up to 50 pounds.