

Assistant Facilities Manager

Department:	Assistant Facilities Manager	Class Code:	867
Revised Date:	November 2023	FLSA Status:	Exempt

GENERAL PURPOSE: Under general supervision loads, cleans library facilities and grounds; performs maintenance and repair work; oversees the daily work of caretakers and custodial staff; and performs other related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Cleans and maintains library facilities and grounds, which include but are not limited to carpets, floors, windows, walls, woodwork, offices, restrooms; removes rubbish and wastepaper; sets up or moves furniture and equipment; sweeps walks and removes snow and leaves; performs other yard and garden maintenance.
- Performs maintenance and repair such as patching walls, painting walls or woodwork, repairing furniture, replacing windowpanes, light bulbs, LED diodes and drivers.
- Perform light craftwork such as minor plumbing, carpentry, and electrical work, or may supervise outside vendors engaged in such work.
- Organizes daily work tasks and projects and delegates the work to caretakers and custodial employees; monitors the progress and quality of work performed; provides feedback to the manager regarding performance.
- Monitors climate control systems.
- Assists with securing and unlocking library buildings.
- Assists with preventive maintenance on library buildings, lawn mowers, snowblowers and other equipment.
- Maintains safety data sheets and a safe work environment.
- Login Automated Logic Web Control, Solar edge, Eclipse, Blue Iris Software daily.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school graduation or its equivalent.

Required Licenses or Certifications:

- Must possess a valid Driver's License and a good driving record.
- EL 06 limited energy, EL6A HVAC/RFRG Low Voltage electrical license.

Required Knowledge of:

- Public building cleaning practices, supplies and equipment.
- Building and grounds maintenance practices and equipment.
- The methods, materials and tools used in facilities maintenance and repair work.

JOB DESCRIPTION

Caretaker / Messenger I

- Computer systems, databases, and software.
- Supervisory principles, practices, and methods.
- Issues, opportunities, and trends for urban public spaces.

Required Skill in:

- Operating and maintaining a large delivery van.
- Keeping public buildings and grounds clean and well maintained.
- Operating equipment, such as a forklift, bobcat, personal lift, or utility trailer.
- Using a variety of hand and power tools.
- Using power equipment such as buffers, carpet cleaners and lawn mowers safely and efficiently.
- Planning and organizing work while staying on task.
- Reading, understanding, and following written instructions.
- Establishing and maintaining effective working relationships with other staff, other Library departments, and occasionally the general public.
- Knowledge on Automated Logic Web Control, Solar edge, Eclipse, Blue Iris Software

Physical Demands / Work Environment:

- Work is performed in a public library environment and is subject to sitting, standing, walking, bending, reaching, climbing step stools/ladders, and lifting of objects up to 60 pounds.
- Must be able to stand and/or walk for extended periods of time; seize, hold, grasp and turn objects; push/pull up to 250 pounds with the use of carts or dollies; regularly lift/carry up to 40 pounds; occasionally lift up to 60 pounds; ascend or descend ladders, stairs, scaffolding and ramps; stoop, kneel crouch and crawl; and reach high and low places.