



Campbell County Public Library
Employment Opportunity Posting
Posted June 3, 2019

JOB OPPORTUNITY

JOB TITLE: Facilities Specialist

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$16.00 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Facilities Specialist

REPORTS TO: Library Director
JOB CLASSIFICATION: 5
STATUS: Non-exempt
REVISED: 3 Jun 2019
REVIEWED: 3 Jun 2019

BASIC FUNCTION:

Under the general direction of the Library Director, the Facilities Specialist is responsible for light maintenance and repairs for all branch locations, working with outside vendors for complex tasks, and advising library management/administration in maintenance issues. The Facilities Specialist is responsible for the supervision of the custodial staff and the Library Couriers. Duties require supervisory skills, independent judgment, and independent action. The Facilities Specialist works with both public and staff.

The library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Perform minor repairs as needed for all locations.
- Negotiate and monitor regular maintenance contracts.
- Order maintenance and custodial supplies for all locations.
- Coordinate maintenance (according to manufacturer's schedule) and repair (as necessary) of the library's vehicles.
- Solicit and analyze bids for *ad hoc* contracts for major repairs/projects and oversee completion.
- Access and adjust online controls for thermostats and HVAC units for all locations.
- Train, evaluate, schedule, and hire (with approval of Library Director) courier and custodial personnel for all branches.
- Conduct, along with branch managers, semi-annual facility inspections of all locations.
- Provide monthly narrative of activities.
- Provide delivery service when Library Courier is absent.
- Provide custodial service when regular custodial staff are absent at any branch.
- Assist with the planning, set up, and take down of major programs for the library.
- Serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree or a combination of high school diploma and significant experience.
- Maintenance/custodial experience required.

- Basic knowledge of electrical, plumbing, and carpentry required.
- Construction experience preferred.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.
- Experience with standard office software, including Microsoft Office products, email, and internet usage.

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

Ability to do many physical tasks including: carrying, lifting, pulling, and pushing heavy objects (greater than 40 pounds); standing and/or walking for long periods; and climbing stairs and ladders. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to adhere to prescribed routines and procedures. Ability to communicate effectively with public and staff, including understanding and following oral/written instructions. Ability to work under minimal supervision. Ability to do repetitive tasks with speed and accuracy. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.