

Facilities Technician II Job Description

SUMMARY

The Facilities Technician II is a 40-hour, non-exempt position with responsibilities for building maintenance and upkeep for all property owned or leased by Trails Regional Library District.

HOURS OF WORK

The Facilities Technician II typically works 8:00 a.m. to 5:00 p.m., Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening, weekend, or on-call hours.

EDUCATION AND EXPERIENCE REQUIREMENTS

Must have received a high school diploma or equivalent, and have two (2) years' experience in mechanical, electrical and/or HVAC maintenance. Experience in landscaping and project management is desired, but not necessary. The Facilities Technician shall possess computer skills including word processing, email, spreadsheets, and Internet.

CERTIFICATIONS

1. Maintain a valid State of Missouri Driver's License with a clean driving record.

ESSENTIAL DUTIES

In addition to other duties as assigned, the Facilities Technician II has these specific responsibilities:

Facilities

1. Makes carpentry, electrical, mechanical, and plumbing repairs/improvements for all facilities and grounds owned and operated by the library district
2. Maintains and repairs HVAC systems.
3. Checks/cleans/maintains all Emergency Lighting, Fire and Smoke Detectors, and building sprinkler systems.
4. Maintains all exterior and interior surfaces of facilities & equipment.
5. Maintains grounds unless contracted out.
6. Police grounds and parking lots for debris.
7. Prepares meeting rooms with chairs, tables and equipment as needed.
8. Pickup and deliver materials and supplies to various departments and branches.
9. Make necessary purchases for Facilities and Branch needs with supervisor's prior approval.
10. Serve as backup for courier driver.

Administrative

1. Contact and schedule contractors and yearly inspectors with oversight by the supervisor.

2. Keep track of job and contractor's workflow and verify necessary documents.
3. Receive work orders via online system, or direct from supervisor.
4. Keep all maintenance reports and procedures up-to-date.
5. Develop and deliver needed training to staff as related to safety and equipment.
6. Assist supervisor in assessing maintenance projects and capital expense projects for the annual budget.
7. Track maintenance and groundskeeping projects and branch deliveries.
8. Respond to questions and concerns with tact and diplomacy; making reports and referrals as necessary.

CONDITIONS OF EMPLOYMENT

1. Apply Library Services policies equitably and maintain confidentiality.
2. Be able and willing to learn new procedures or software.
3. Regular attendance as scheduled and performing tasks as assigned.
4. Travel to branch libraries and any required meetings.

SKILLS OR KNOWLEDGE REQUIRED

1. Use hand and power tools in making maintenance repairs and maintaining grounds and walks.
2. Possess critical thinking skills, prioritization skills, and the ability to work backward from problem to solution.
3. Possess good verbal & written communication skills.
4. Possess organizational skills and be able to operate standard office equipment.
5. Work accurately and be attentive to details, adhering to OSHA safety guidelines.
6. Collaboratively work as a member of a team.

PHYSICAL REQUIREMENTS

The Facilities Technician must be able to:

1. Lift and carry objects weighing up to 70 pounds.
2. Climb ladders and access areas such as the roof.
3. Operate a motor vehicle, other powered vehicles, and be able to maneuver vehicles with trailers.
4. Sit or drive for up to two hours at a time.
5. Spend up to 4 hours without sitting.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

COMPENSATION AND BENEFITS

Salary Track: G

Reports to: Support Services Manager

Benefits: This position will receive the following paid benefits as detailed in the Library's Personnel Policies: holidays, annual and sick pay, insurance (health, short- and long-term disability), and retirement. The library offers optional dependent health insurance, vision, dental, life insurance, AFLAC, and deferred compensation plans at the employee's cost.