



Position Opening

POSITION: Facilities Specialist

Classification: Part-time Staff

Title: Facilities Specialist

Reports to: Library Director

The Facilities Specialist has direct responsibility for planning, organizing, and performing the activities related to the maintenance of, repair of, and improvements to the Library's buildings and grounds. The FS serves as the liaison between the Library Director and the contracted service providers.

Primary Job Duties and Essential Functions:

- Performs the daily maintenance, repairs, and improvements of all library furnishings, buildings, and grounds including parking lots
- Assists in coordinating and organizing bids and budget recommendation
- Schedules routine testing of the alarm and sprinkler systems
- Assists in maintaining and coordinating critical facility systems, including fire prevention, elevator, and heating and cooling
- Sets up meeting rooms as directed
- Handles delivery between branches

Required Knowledge, Skills, and Abilities:

- Interact and work effectively with customers, co-workers, and volunteers
- Communicate effectively in person and in writing
- Use common office machinery and computers, including use of e-mail, word processing software, spreadsheets and other office applications
- Work under short time constraints and to meet deadlines
- Interpret, abide by, and apply library resources, policies, and procedures
- Must be available for flexible work schedule as needed

Minimum Qualifications:

- High School diploma and any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities needed to successfully perform the job
- Familiarity with OSHA and ADA standards

- Working knowledge of facility maintenance and operations
- Experience/knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance
- Physically able to lift materials weighing up to 60 pounds
- Ability to climb ladders
- Ability to use all tools and operate all equipment necessary to perform work of the position
- Reliable transportation for travel to branches
- Flexibility to be available for emergency call-outs during off time
- Ability to read and interpret technical journals, manuals and other materials
- Ability to sit and stand for long periods of time
- Ability to push or pull book trucks weighing up to 150 pounds
- Hearing and vision correctable to normal range. Depth, color, peripheral, and distance vision routinely required

RESPONSIBLE TO: Library Director

SALARY: \$14.75-18.75 per hour, paid time off

HOURS: up to 30 hours per week

SUBMIT: Letter of interest and resume to:
Claire Lopiccolo, Director
Romeo District Library
65821 Van Dyke
Washington, MI 48095

www.romerodistrictlibrary.org
(586) 752-0603