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## JOB DESCRIPTION

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**TITLE:** Facilities Coordinator

**DEPT.:** Facilities

**REPORTS TO:** Facilities Manager

**CLASSIFICATION:** Non-Exempt

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**Objective:**

Provides maintenance, engineering, and general custodial services for the Library as a team member of the Facilities Department.

**Duties:**

1. Plans, coordinates, and performs work of the department utilizing ticketing system. Monitors department workflow.
2. Performs opening procedures for the building. Provides assistance evacuating and closing the building as needed.
3. Oversees inventory and management of supplies ordered for use by the department.
4. Oversees and performs job duties assigned to the department including but not limited to: meeting room setups, receiving and delivery of materials and packages, snow removal, building and grounds clean-up, and driving the library van to the branches for delivery.
5. Participates in review and development of facility policies. Implements effective departmental procedures in line with Library policy.
6. Schedules and conducts regular preventive maintenance and safety inspections. Anticipates and enacts procedures, services, products, and equipment needed for preventive maintenance and a safe work environment. Ensures OSHA compliance.
7. Monitors and maintains the library facilities, vehicle(s), mechanical systems, and grounds daily. Schedules maintenance, services, and repairs as needed.
8. Responds to and/or identifies urgent facilities problems such as equipment failures or other emergencies. Arranges or personally takes immediate corrective action during, before, or after hours the library is open. Serves as point person for emergency notification calls.
9. Maintains clear, accurate records; creates reports, manuals, and other informational documents related to facilities operations.
10. Gathers and reports statistical data.
11. Seeks ways to incorporate process improvements.
12. Understands and enforces the Library's policies and procedures while safeguarding confidential and restricted information.
13. Participates in continuing education through library provided training, reading, and workshops. Shares information learned.
14. Performs other duties as assigned.

**Minimum Qualifications:**

Education:

Two years of college level coursework, Associates Degree, or equivalent

Experience:

- 2 years related experience
- Valid driver's license and 1 year safe record for the immediate year proceeding application.

**Knowledge, Skills, & Abilities:**

- Ability to operate building machinery and equipment utilizing safety precautions
- Ability to maintain a safe environment for public and staff
- Ability to work with efficiency, skill, accuracy, and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to adapt communication style
- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to staff needs, exploring beyond the initial question to determine the actual information desired
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times with the public and staff
- Ability to exercise initiative and to make appropriate independent decisions
- Proficiency in the use of personal computing technologies
- Knowledge of Windows and MS Office Suite

**Supervisory Responsibility:**

None.

**Physical Requirements:**

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to lift and carry up to 50 pounds occasionally and transport/push/pull up to 150 pounds of library materials from one library location to another.
- ability to kneel, squat, crouch, climb ladders and stairs, and reach above shoulder level

**Working Conditions:**

Work is performed in a typical library environment with a boiler and mechanical room. Maintenance work will involve exposure to differing temperature conditions, dust, dirt, chemicals, grease, oil, solvents, fumes, electrical current and water. Will work in inclement weather conditions. Will work at heights above floor level. Must have valid driver's license and proof of auto insurance.