

Mary L. Cook Public Library
Board of Trustees

Title: Facilities Maintenance Coordinator

Reports To: Director

Supervises: Repair workers and contractors hired by the library to maintain or repair library buildings, equipment, and grounds.

Position Summary: The Facilities Maintenance Coordinator is responsible for performing a variety of semi-skilled work in the maintenance, repair, and alteration of library facilities and grounds, including occasional janitorial duties.

Responsibilities:

- Maintains inventory of maintenance supplies
- Inspects facilities to identify building maintenance and security needs, and takes corrective action (including fire alarms, life safety systems, telephones, security systems, emergency lights, etc.)
- Troubleshoots equipment problems
- Reports problems to supervisor
- Notifies supervisor about major work required on equipment, building, and grounds
- Contacts and supervises trade workers when repairs/building alterations are needed
- Operates and maintains a variety of mechanical tools, equipment, and hand tools required for semi-skilled maintenance work
- Makes minor carpentry, drywall, electrical, mechanical, and plumbing repairs
- Moves, assembles, and repairs furniture and equipment
- Performs touchup and finish painting on interior and exterior of facility
- Weeds landscaping beds, trims bushes, sprays bushes for insect and disease control
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow
- Ability to climb, lift, maneuver, and carry extension ladders inside and outside facilities alone
- Follows all applicable safety rules and procedures
- Opens and closes library building according to security procedures
- Prepares and keeps maintenance record
- Maintains proper heating and air-conditioning of buildings
- Monitors temperature of building in summer and winter and adjusts thermostats accordingly
- Sets up chairs and equipment for meetings and special events
- Perform janitorial duties when necessary
- Performs minor servicing, maintains fuel supply, and makes minor repairs to library vehicle

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Abilities, Skills and Knowledge Required:

- Able to maintain composure and emotional balance while handling a variety of duties, deadlines, and complaints
- Computer literacy sufficient to understand and operate HVAC software
- Able to read, write, speak, and understand the English language and communicate clearly and concisely, both orally and in writing
- Able to read and interpret sketches, diagrams, and blueprints
- Able to perform semi-skilled building maintenance and repair work
- Able to identify building maintenance needs and take corrective actions
- Works independently in the absence of supervision
- Able to repair and maintain a variety of mechanical equipment
- Must have knowledge of and proficiency with tools and equipment used in building maintenance, reconstruction, and repair work
- Must have knowledge of and adhere to safe work practices
- Willingness to perform other duties as assigned

Position Requirements: High School graduate or GED equivalent supplemented by vocational training of 18 months in one or more maintenance trade areas and two years of related experience, or any equivalent combination of experience and training which provides the required abilities, skills, and knowledge. Education or training which provides the ability to read and write at a level necessary for successful job performance. Experience or training in semi-skilled building and equipment maintenance. Previous experience maintaining a public building preferred.

- Requires a valid Ohio's driver's license and proof of insurance
- Must meet insurability requirements of the Library's insurance provider
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met
- Must be able to climb stairs/ladders
- Requires physical agility and strength to bend, crouch, climb, or squat during maintenance activities
- Must be able to push and pull equipment that exceeds 100 pounds or lift heavy equipment, ladders, book bins, or supplies up to 50 pounds
- Works flexible hours
- Is subject to frequent interruptions
- Is subject to work beyond normal working hours, including evenings, weekends, and holidays when necessary

The above declarations are not intended to be an all-inclusive listing of duties and responsibilities, skills and abilities required to effectively execute this position. They are intended only to describe the general nature of the position.

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