



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: **Facilities Technician**
Location: System Responsibilities – Charleston Home
Reports To: Facilities & Security Services Manager
Last Revision Date: 8/2021

PURPOSE

The Facilities Technician’s role is focused on ensuring the highest possible level of service while working to perform custodial and mechanical, plumbing, electrical and carpentry repair work as directed on equipment and/or buildings for the Library system.

NATURE & SCOPE

This position’s primary responsibilities include a wide variety of activities to be performed within assigned standard procedures which may involve decision making between several standard alternatives. This position will routinely provide information or services within the organization; work independently on general assignments and refers all unusual problems to the supervisor.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
HS diploma or Vocational school education or equivalent knowledge required.	Six month’s experience in general maintenance work with some experience in operating light motor driven equipment or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Knowledge of Microsoft Word, Excel, and Outlook
Preferred	
Apprentice, Journeyman, or Master Electrician training and certification	Additional related certifications and/or licenses
Ability to:	

- Communicate orally and in writing (electronic & paper forms) reading at a level appropriate to position duties; and maintain operating knowledge of related equipment
- Learn to perform a variety of manual tasks related to assigned duties
- Work cooperatively and effectively with other managerial and line staff, vendors, and agencies
- Communicate issues in a clear and understandable fashion
- Provide proof of valid driver’s license with acceptable driving record
- Expedite diversified handyman-type services in a satisfactory manner

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



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PRIMARY ACCOUNTABILITIES

- Performs routine and periodic facility, grounds, parking lot, custodial, and maintenance activities. Seasonal grounds keeping including snow removal and application of salt as necessary and other duties to maintain the safety and appearance of the facilities and grounds.
- Performs routine building repairs like plumbing, carpentry, painting, heating/ventilation and air conditioning and masonry across the library system.
- Performs minor work on ceilings, floor, carpet, and tiles.
- Performs and documents assigned preventive maintenance and safety check inspections.
- Investigates and prioritizes facilities related complaints and work orders and recommends corrective action as necessary to resolve complaints.
- Repairs a variety of equipment. Refers more complex repairs to supervisor for appropriate action.
- Performs various electrical repairs like bulb and ballast replacement, switches, outlets and new fixture installation, re-wiring existing electrical systems at both residential and commercial voltage.
- Assists in maintaining supply and parts inventory.
- Moves, assembles, and arranges furniture and equipment.
- Follows safety rules and provides aid/support in emergency situations. Keeps work area in a clean and orderly condition.
- Uses personal computer, current software and other common office equipment.
- Carry out any other duties within the scope, spirit and purpose of the job.

ESSENTIAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.
- Sufficient vision, with or without reasonable accommodation, which permits the employee to work with machines where seeing is within an arm's reach.
- Ability to regularly ascend or descend a series of stairs or several tiers of stairs frequently throughout the workday.
- Ability to maintain working knowledge of maintenance and grounds upkeep methods, materials, and equipment, as well as safety regulations and precautions related to work performed.
- Ability to use skill and manual dexterity to safely and proficiently operate various tools and equipment. Ability to perform physically strenuous tasks, stand for long periods, climb ladders and work from high places, and bend, stoop, reach, lift and move at least seventy-five (75) pounds.
- Ability to work a flexible schedule, to include after-hours with resulting return to duty. Ability to travel to and from various locations using library vehicles.
- Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.
- Ability to effectively communicate in writing and orally on job progress, and other overall assignments and responsibilities.
- Ability to interpret or work from sketches, building plans, specifications and oral or written instructions. Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.
- Ability to perform work inside and/or outside to include being exposed to extreme cold, extreme heat, noise, vibration, mechanical hazards, electrical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin.
- Ability to work in confined spaces, darkness or poor lighting conditions, trenches, and/or isolation.
- Ability to learn and carry out the primary accountabilities of the assigned position.

All positions at the KCPL require a criminal background check.

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