



LAKE VILLA DISTRICT LIBRARY
Job Description

JOB TITLE		DEPARTMENT	PAY GRADE
Facility Associate		Facility Maintenance	6
CLASSIFICATION	SCHEDULE	REPORTS TO	
Full-Time Non-Exempt	37.5 hours per week TBD	Facility Manager	

POSITION SUMMARY

Under the supervision of the Facility Manager, this employee is responsible for routine cleaning and light building maintenance tasks, closing and securing the facility, and providing back-up assistance to the Facility Manager. Serves as department person-in-charge in the absence of the Facility Manager.

ESSENTIAL RESPONSIBILITIES

- Assists with monitoring and maintaining the daily operations of the facilities, building systems, equipment, and grounds to ensure proper and efficient working order.
- Assists with managing, hiring, training, scheduling and evaluating the work of the facility team.
- Advises Facility Manager on matters related to facility operations.
- Performs and oversees routine daily cleaning of facility including vacuuming, dusting, cleaning floors, windows, bathrooms, emptying trash/recycling receptacles, etc., and ensures the facility and grounds are clean and attractive.
- Monitors facility and grounds for cleanliness throughout daily shift.
- Performs grounds keeping tasks including removal of snow and ice and application of salt and other duties to maintain the safety and appearance of the facility and grounds.
- Prepares room set-ups for programs and meetings.
- Monitors library for safety concerns and addresses as needed.
- Secures and alarms/disarms building.
- Assist library staff with projects that may require mechanical or physical help.
- Provides assistance with deliveries as needed.
- Serves on 24 hour on-call for all facility related emergencies, including alarms.
- Provides accurate, friendly, and courteous service and assures a positive library experience.
- Performs other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Mechanical aptitude and basic knowledge of HVAC systems, plumbing, electrical maintenance and custodial techniques.
- Handyman skills and experience with various maintenance tools and equipment.

- Experience with painting, plumbing, grounds maintenance, and cleaning techniques.
- Ability to work independently, determining and adjusting work priorities as needed and completing maintenance and custodial tasks in an orderly and timely manner.
- Ability to delegate effectively in the absence of Facility Manager.
- Ability to read and comprehend equipment manuals.
- Ability to maintain a safe environment for the public and staff.
- Commitment and desire to provide excellent service to library patrons.
- Ability to deal courteously and diplomatically with the public.
- Excellent communication skills both verbal and written.
- Ability to follow directions and to complete tasks with minimal supervision.
- Ability to use good judgment in making decisions and referring questions to appropriate staff members.
- Ability to use keyboard, computer, integrated systems and various electronic devices.
- Familiarity with library resources, practices, and procedures.
- Ability to establish and maintain harmonious working relationships.
- Supports LVDL's mission and demonstrates a commitment to the library's strategic plan.

QUALIFICATIONS

- High School diploma or equivalent.
- Minimum of one year custodial/maintenance experience preferred.
- Experience with various maintenance tools and equipment.
- Valid driver's license, proper vehicle insurance and access to transportation.
- Ability to work daytime, evening, and weekend hours.

Physical Requirements (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, speak, and hear.
- Frequently required to stand, bend, stoop, reach, kneel and crouch.
- Physical dexterity for maintenance and janitorial duties such as set up tables, stack chairs, change light bulbs, utilize manual and power tools, custodial equipment, climb ladders and stairs, carry trash and outdoor facility maintenance in various weather conditions.
- Physical dexterity to push, lift, and carry heavy containers up to 75 pounds and push items of 150 pounds or higher while utilizing a cart.
- Ability to operate equipment, tools and computers.
- Ability to read, write and communicate fluently in English.
- Ability to tolerate exposure to fumes, airborne particles, allergens and cleaning chemicals.

ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

Employee's Signature

Date