



Position:	Facilities Technician
Type:	Full-time, Part-time
Classification:	Non-exempt
Reports to:	Facilities & Safety Manager
Pay Grade:	27

POSITION SUMMARY

Under the direction of the Facilities & Safety Manager, the Facilities Technician is responsible for all duties associated with the care and maintenance of the facilities, including the building, parking lots, and grounds. This position performs a variety of general, preventative maintenance, and cleaning/janitorial duties, as well as opening and closing the building as assigned. This position responds to work orders, assists with event set ups, and completes special facilities projects as assigned.

ESSENTIAL RESPONSIBILITIES

(Functions listed are intended as illustrations of the various types of work performed. Any omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains awareness of, and reports issues for, all facilities-related matters including the building, parking lots, and grounds.
- Performs all daily duties associated with opening and securing the building.
- Performs various cleaning and janitorial services to maintain the premises.
- Troubleshoots mechanical, plumbing, and electrical equipment and performs basic repairs.
- Monitors building automation system (BAS) and associated heating, ventilation, and air conditioning systems, and reports issues to appropriate supervision.
- Performs preventative maintenance to building systems and/or equipment, and ensures building and safety equipment are functioning as expected.
- Performs painting and touch-up projects throughout library as directed and needed.
- Performs seasonal grounds care and landscape maintenance, including snow and ice removal with commercial equipment.
- Collects, transports, and prepares recycling material.
- Assists in maintaining supply inventory.
- Receives and distributes mail and deliveries.
- Moves, assembles, and arranges furnishings and equipment as appropriate.
- Provides additional support tasks as needed, including but not limited to directional information and receiving material donations and deliveries.
- Collects remote book drop materials as assigned. Collect materials from outside book drops according to established schedule.
- Sets up meeting and program spaces, and changes set-up of spaces as necessary.
- May collaborate with safety staff to complete minor building and grounds tasks.

- Participates in professional development by attending relevant training as required.
- Attend and participate in department and library meetings and events as assigned.
- Keeps current on department and library news and events by checking work email and staff resources regularly.
- Performs other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Demonstrated ability to:
 - develop and maintain strong working relationships with colleagues and community members
 - anticipate and creatively solve problems with a flexible mindset
 - positively adjust to change
 - think strategically about the library's role providing services to the community
 - gather, analyze, and use meaningful data in decision-making processes
 - demonstrate exceptional leadership skills and conduct fair and impartial treatment to all patrons and staff
 - coordinate and prioritize tasks to meet deadlines with excellent organizational and problem-solving skills
 - work independently while also flexible to work in a team setting
- Commitment to and demonstrated success discussing, integrating, and promoting inclusion, diversity, equity, and accessibility
- Ability to work collaboratively as a member of a team
- Communicate effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to read information from computer monitors
- Ability to adapt communication style
- Ability to communicate skillfully, accurately, and pleasantly in person, on the telephone, via email, and online
- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to patron needs, exploring beyond the initial question to determine the actual information desired
- Ability to work effectively and courteously with the public and staff
- Ability to work efficiently and calmly during busy periods and with frequent interruptions
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times
- Ability to handle multiple tasks and efficiently organize work
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to work in a supportive manner with colleagues and managers
- Ability to consistently complete and follow-up on departmental jobs
- Ability to demonstrate general mechanical knowledge of heating and cooling systems
- Ability to demonstrate general knowledge of electrical systems
- Ability to demonstrate general knowledge of painting, carpentry, and plumbing
- Ability to use commercial hand and power tools, snow removal equipment, cleaning equipment, vertical platform lifts, as well as office equipment (computer, copier, phone, etc.)
- Ability to climb and work from a ladder and overhead lift
- Ability to learn building automation system (BAS)

- Ability to work with no direct supervision, following established, written daily Facilities & Safety Department schedule of duties
- Ability to adjust work priorities as needed, completing maintenance/custodial tasks in an orderly and timely manner
- Awareness of library resources, practices, policies, and procedures
- Knowledge of physical organization of the building and functions of the various departments within the library
- Ability to type and enter data into computer accurately
- Knowledge of Windows platforms and Microsoft Office Suite
- Ability to work with efficiency, skill, accuracy, and appropriate speed
- Performs other duties as assigned

QUALIFICATIONS

- High School Diploma or GED
- Minimum of two years' HVAC, electrical, and/or plumbing maintenance experience preferred
- Must be able to work days, evenings, and weekends as assigned
- Must have valid driver's license with proof of insurance

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

- Frequently required to bend, stoop, kneel and crouch, and reach for items.
- Physical ability to stand for extended periods of time and walk the building and grounds frequently.
- Ability to lift and carry up to 50 pounds occasionally and transport/push/pull up to 150 pounds of materials from one library location to another.
- Physical dexterity to work with power tools and various office equipment including: computer, copier, and phone.
- Visual for near and far and for reading computer screen, directions, etc.

Wilmette Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the library will review a reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT

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

Employee's Signature

Date