

## **Yakima Valley Libraries Facilities Assistant Manager FLSA: Non - Exempt**

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### **Job Purpose and Summary**

Oversees facilities maintenance staff of Yakima Valley Libraries as directed by Facilities Manager. Supervises general building maintenance and custodial duties including basic plumbing, electrical, and mechanical repairs throughout the Yakima Valley Libraries system. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

### **Supervision Received and Exercised**

Receives general direction from Facilities Manager. May exercise direct supervision over professional, technical, and volunteer staff.

### **Essential Duties and Responsibilities**

*The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Supervise janitorial and facilities maintenance workers under the direction of the Facilities Manager.
3. Performs equipment repair and maintenance, including vehicles, with the exception of IT specific equipment such as computers, phones, etc., under the direction of the Facilities Manager.
4. Assists Facilities Manager in researching sources for needed equipment and supplies and makes recommendations for purchase and replacement.
5. Responsible as acting manager during absence of Facilities Manager, working closely with Library Director in emergencies, as needed. May be required to be on call during closed hours.

## **FINAL**

6. Diagnoses and repairs basic plumbing, electrical, and mechanical problems. Notifies manager if outside repair personnel are required.
7. Completes exterior facilities work, including: snow removal, landscaping, graffiti removal and/or repainting, lawn care, etc.
8. Performs basic vehicle maintenance duties on library vehicles.
9. Completes interior facilities work as needed, such as repainting.
10. Attends OSHA and other training as available.
11. Performs other duties as assigned.

### **Qualifications**

1. High school diploma or equivalent required.
2. Two years experience in janitorial and building maintenance, including one year of supervisory experience.
3. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
4. Completion of OSHA 30-hour General Industry training.
5. A valid Washington driver's license and normal risk insurability.

### **Knowledge of:**

1. Basic plumbing, carpentry, electrical, and mechanical knowledge.
2. Basic custodial duties and equipment required to clean, sanitize, vacuum, and replenish supplies.
3. English usage, spelling, grammar, and punctuation.
4. Basic alphabetical and numeric filing methods.
5. Basic mathematical principles.

## FINAL

6. Principles and procedures of record keeping.
7. PC usage and familiarity with word processing and spreadsheet software, as required to do the job, and emailing systems.

### Skill in:

1. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library customers and library employees.

### Ability to:

1. Gain thorough knowledge of library policies, procedures and programs.
2. Learn and practice the principles of intellectual freedom.
3. Represent Yakima Valley Libraries in a positive, responsive manner to the public, volunteers, and supporters.
4. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
5. Safely operate a motor vehicle.
6. Maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
7. Communicate effectively and appropriately with people from diverse backgrounds.
8. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.

## **FINAL**

9. Work and communicate effectively with diverse staff in order to accomplish library and department goals and objectives.
10. Operate relevant computer systems, including hardware and software, office machines, and other equipment (such as generators and satellite dish).
11. Obtain and maintain a valid Washington driver's license.
12. Attend work on a regular and dependable basis.

### **Work Environment and Physical Demands**

1. Normally seated, standing or walking at will.
2. May include driving alone to branches within the service area.
3. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 50 lbs. upon occasion.
4. Keyboarding and working at a computer monitor for extended periods of time required.
5. Phone usage, reading, speaking, and listening required.
6. Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to resolve situations or problems.

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Signature

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Date