

## **Yakima Valley Libraries Facilities Technician FLSA: Non-Exempt**

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### **Job Purpose and Summary**

Performs a variety of general building maintenance, custodial, and courier duties, including cleaning, assessing and making basic plumbing, electrical, and mechanical repairs; driving assigned vehicles to deliver and distribute library materials, supplies, library documents, and interoffice mail throughout the Yakima Valley Libraries system, May also drive delivery vehicle to deliver and distribute library materials, supplies, and library documents to and from Yakima Valley Libraries locations and administrative offices. 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 supervision from assigned management staff. Responds to work orders generated by employees in facilities throughout the library system.

### **Essential Duties and Responsibilities**

*Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.*

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. Diagnoses and repairs basic plumbing, electrical, and mechanical problems. Use hand and power tools as assigned in a safe manner. Notifies management if outside repair personnel are required.
3. Secures and maintains tools and equipment.
4. Moves equipment and furnishings at any library location as directed.
5. Builds, assembles, and/or repairs furniture.
6. Completes exterior facilities work, including: window cleaning, snow removal, landscaping, mowing and weeding, graffiti removal, painting, lawn care, etc. May be required to work from ladders.

## **FINAL**

7. Completes interior facilities work as needed, such as painting, changing light bulbs, ballasts, filters, etc.
8. Responsible for safely driving company vehicles;
9. Performs basic vehicle maintenance duties on library vehicles; refuels and checks fluid levels; maintains vehicle cleanliness; evaluates and refers maintenance and repair needs to supervisor; etc.
10. Cleans, dusts, mops, vacuums, takes out trash, replenishes supplies, such as soap, paper towels, toilet tissue, etc. as required at assigned locations.
11. Responsible for securing unoccupied facilities before leaving.
12. Loads, unloads, and delivers library materials, mail, equipment, documents, and supplies to and from library facilities and to other locations as assigned.
13. Distributes mail from daily route to library departments. Delivers moneybags from daily route to accounting office.
14. Consults with supervisor on matters dealing with road safety and weather conditions. If unable to contact supervisor or designee while on the road, makes route-determination decisions based on employee safety and mechanical condition of vehicle.
15. Makes other miscellaneous deliveries and pickups as assigned.
16. Records vehicle mileage daily.
17. Submits monthly reports as assigned.
18. Performs other duties as assigned.

### **Qualifications**

1. High school diploma or equivalent required.
2. Two years' experience in basic plumbing, carpentry, electrical, and mechanical knowledge required.
3. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license and normal risk insurability.

### **Knowledge of:**

1. Basic plumbing, carpentry, electrical, and mechanical knowledge.

## **FINAL**

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.
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. Respond to requests for assistance to remedy emergency facility issues outside of normal library hours.
7. Maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
8. Communicate effectively and appropriately with people from diverse backgrounds.
9. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.

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

**Work Environment and Physical Demands**

1. Prolonged periods of sitting when driving library vehicles.
2. Daily driving alone may range up to 120 miles each day.
3. Daily physical activity including bending, pushing, pulling, and lifting and carrying. Periodic lifting of weights up to 80 lbs.
4. Use of hand tools (hammer, screw driver, pliers, wrench, etc.) required.
5. Safe cleaning of equipment and use of solvents and cleaning supplies.
6. Keyboarding and working at a computer monitor required upon occasion.
7. Phone usage, reading, speaking, and listening required.
8. Interaction with library staff members will be necessary to clarify work assignment or to resolve situations or problems.

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Signature

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Date