



Job Title: Facilities Assistant (Full-Time)	Department: Maintenance/Delivery
Classification: Library Technical Assistant I	FLSA Status: Non-Exempt
Reports to: Facilities Manager	Supervises: None

Primary Duties

- Under limited supervision, perform a wide variety of maintenance services to all parish library properties and perform related duties as assigned.
- Troubleshoot maintenance problems involving electrical, structural, plumbing, and mechanical equipment repair or replacement.
- Perform preventive building maintenance duties such as caulking windows and doors, repairing and replacing broken windows, painting walls and ceilings, and making miscellaneous repairs.
- Perform routine plumbing repairs, including but not limited to, unclogging toilets, sinks or urinals and fixing water leaks from leaking faucets and water fountains.
- Perform routine electrical repairs such as changing light bulbs or fluorescent lamps and assist in replacing ballast and repairing light fixtures.
- Assemble and move furniture, hang pictures and bulletin boards, move and set up tables and chairs in meeting rooms for various meetings and programs.
- Repair and/or replace door knobs, locks and door closures.
- Wash and assist in the maintenance of library vehicles.
- Troubleshoot HVAC systems and computer controls.
- Purchase supplies, equipment and materials necessary to complete maintenance projects.
- Identify and solve facility problems in a timely manner.
- Meet with vendors and contractors in the absence of the Facilities Manager.
- Adhere to and perform all job tasks in strict accordance with all standard operating procedures and established safety policies and practices.
- Responsible for and maintain custody, good working order, and secure storage of all library-issued tools, keys, access cards, and other property necessary for the performance of job duties.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Must be at least 18 years old and have a state approved or accredited high school diploma, General Equivalency Diploma (GED), or High School Equivalency Diploma, plus at least one year of building maintenance experience, or any equivalent combination of training and experience.

Knowledge, Skills, and Abilities

- Knowledge of trades related to building maintenance and repair, including but not limited to, basic skills in carpentry, electrical systems and plumbing.
- Knowledge of a variety of building maintenance procedures and techniques.
- Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of public buildings.
- Knowledge of occupational hazards and safety precautions.
- Skilled in reading and following blueprints and assembly instructions.
- Skilled in following safety practices and recognizing hazards.
- Skilled in using hand tools and power tools.
- Must have the ability to communicate effectively, both orally and in writing.

Hours and Working Conditions:

- Regular work schedule is typically 7:30am – 3:30pm Monday through Friday but may be changed based on the needs of the library. Some weekends and evenings may be required for emergency situations or special projects.
- Ability to lift and move items and materials up to 50 pounds in weight; push or pull carts loaded with materials weighing more than 150 pounds.
- Must be physically able to frequently sit, stand, walk, kneel, reach, bend, and be able to climb ladders and step stools, work in confined spaces as well as areas where there is exposure to dust, where seating cannot be provided, and work in various weather conditions to include sun, rain, heat, cold and occasionally ice and snow.
- Must have a valid state of Louisiana driver's license or obtain one within 60 days of employment and maintain throughout employment. While position primarily drives a company vehicle, must have own personal transportation and maintain an active and acceptable vehicle registration and the minimum auto insurance mandated by the state of Louisiana throughout employment. Travel between multiple branch locations and to hardware/supply stores to perform job duties will be required and is essential to the position.
- Must possess and maintain an acceptable driving record throughout employment. Mandated to immediately report any accidents, violations, or changes to driving status, auto insurance, or vehicle registration to the Human Resources Manager and Supervisor immediately.