



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 performs 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.
- 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.
- Must have a valid driver’s license and possess and maintain a good driving record.
- Must be able to pass background and driving record checks.

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 8:30am – 5:00pm Monday through Friday but some weekend and evenings may be required.
- This position requires frequent standing, walking, kneeling, reaching and bending. Must be physically able to perform basic maintenance tasks to the highest caliber, which includes the ability to climb ladders and work in confined spaces.
- 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.