



Job Title: Part-Time Facilities Assistant	Department: Maintenance/Delivery
Classification: Part-Time Assistant	FLSA Status: Non-Exempt
Reports to: Facilities Manager	Supervises: None

Primary Duties

- Works independently on various work orders as assigned.
- Uses basic hand tools in a safe manner.
- Replaces fluorescent tube, CFL, metal halide and halogen bulbs.
- Solves facility problems in a timely manner and identifies and recommends possible improvements.
- Makes inter-office deliveries to a variety of locations.
- Washes library vehicles when needed.
- Picks up trash and debris from around buildings.
- Sets up and dismantles meeting rooms for various meetings.
- Meets 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.
- 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

- Have knowledge in various fields such as carpentry, plumbing and pressure washing.
- Must be physically able to perform basic maintenance tasks to the highest caliber, which includes the ability to climb ladders, work in confined spaces, lift and move items and materials weighing more than 50 pounds when needed.

Hours and Working Conditions:

- Regular work days are Monday through Friday, but some weekend and evenings may be required.
- Must be available to work 20 hours per week, with opportunity to work up to 27 hours when necessary.