

Facilities Technician

JOB TITLE: Facilities Technician

FLSA STATUS: Non-exempt

GRADE: 37

DEPARTMENT: Facilities

APPROVED DATE: 11/2013

REVISED DATE: 12/2019, 02/2022

Job Summary

Under direction of the Facilities Manager, perform maintenance and minor repairs in Sno-Isle library buildings and outside grounds to ensure safe, efficient and continuous operation. Provide proactive inspection and troubleshooting services, make needed repairs and respond to work orders submitted by staff.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Inspect facilities, perform routine or preventive maintenance, and repair as needed. This includes, but is not limited to: painting, wall repair, furniture, equipment, vehicles, and minor plumbing, HVAC and electrical mechanical repairs.

2. Assist Facilities Manager to schedule and coordinate with contractors, as needed. Maintain cordial, professional relationships with Sno-Isle contractors.
3. Assist Facilities Manager with record keeping and scheduling for maintenance and repairs for all Sno-Isle vehicles.
4. Source and procure needed parts, equipment and supplies. Maintain inventory of commonly used parts and supplies.
5. Operate hand and power tools and other machinery in a safe and efficient manner.
6. Climb and use ladders in a safe and efficient manner.
7. May fill in as a driver to transport library materials, equipment and mail throughout the Library District's areas of operation.

Additional Duties and Responsibilities

1. Assist with preparing libraries for closing and reopening for non-routine operations.
2. Performs other duties as assigned.

Supervision

This position reports to the Facilities Manager. Supervision of others is not a normal part of positions of the class.

Knowledge, Skills, and Abilities

1. Must have competent knowledge of: safety codes and practices; using Safety Data Sheets (SDS); using power and hand tools safely and skillfully in the performance of duties; and basic carpentry, electrical, HVAC, painting and plumbing work.
2. Fundamental knowledge and experience with working in a facilities and construction environment.
3. Basic understanding of skilled labor trades, terms, power tools, building systems, and vocabulary.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to respond to common inquiries or complaints from customers, co-workers, and supervisor.
6. Ability to effectively trouble-shoot problems related to building systems.

7. Ability to multitask effectively, reprioritize tasks constantly based on the ever-changing facilities needs and daily situational awareness of necessary tasks and human factors such as safety and health.
8. Ability to work under stress with distractions to meet deadlines and needs with minimal supervision.
9. Ability to learn facilities and construction related terms, trades, activities, requirements, and systems.
10. Ability to perform simple business math calculations; analyze data, create reports and charts.
11. Ability to understand and carry out general instructions in facilities and business situations.
12. Ability to solve problems and respond in a calm reasonable rational manner in all situations.
13. Ability to use computers, Microsoft Office programs and standard office machines.
14. Ability to communicate effectively with diverse audiences.
15. Ability to work cooperatively and maintain interpersonal skills with the public and co-workers.
16. Ability to provide a current driver's license from the State of Washington, insurability for vehicle operation and be free of any moving traffic violations or chargeable vehicle accidents for a period of not less than three consecutive years.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. High School Diploma or a General Education Degree (GED).
2. These skills and abilities typically are acquired through a combination of experience and training including at least four years of experience performing building maintenance work in a commercial or institutional environment.
3. Maintenance experience must include: Completing basic carpentry, electrical, HVAC, painting and plumbing work.
4. The completion of a maintenance apprenticeship or certification program could reduce the number of years of experience required.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally move materials weighing up to 50 pounds. Climbing at heights, kneeling and crawling may be required while evaluating or performing maintenance tasks.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

The work of incumbents is carried out in outdoor and indoor locations including construction areas and loading docks and may be affected by weather conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.