



FACILITIES ASSISTANT

Department: Facilities	Level: 7
Reports to: Head of IT and Facilities	FLSA Status: Non-Exempt
Chain of Command: No	
Certifications: NA	

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in the use of library resources by helping maintain the physical aspect of our facilities.

Essential Functions

Expertise

- I foresee and plan for repair and replacement needs of the library and routinely make recommendations to the Head of IT and Facilities.
- I oversee the safe use of equipment used for the care and maintenance of the library, and insist on following any safety protocols and devises.
- I am responsible for all routine maintenance at all KHCPL locations, excluding only the bookmobiles. I repair and change fixtures, keep equipment related to the buildings running smoothly, and do simple but essential repairs to the building, both inside and outside. I remain aware of my own limits, and call outside help when a project is bigger than my ability.
- I assist with the buildings by changing interior and exterior lighting, taking care of interior plants and exterior landscaping, and maintaining and cleaning parking lots and other outside areas.
- I lead efforts in education and implementation to keep pests of any kind from infesting our facilities and our resources. I am the lead liaison with pest control agencies and stay informed and up to date on latest pest control techniques and practices.
- I routinely check mechanical rooms to assure building comfort and stability, and advise the Head of IT and Facilities when there is a problem or a concern.
- I back up the Custodial staff when needed, especially with major projects and to help open or close a building, maintaining sidewalks and parking lots in winter weather, and helping to set up and tear down meeting rooms.
- I serve as a liaison between the library and outside vendors and contractors as needed.

- I help with library programming and department requests as I am able, especially with small construction projects or building projects such as painting, repairing furniture, caulking fixtures, etc. (This is not intended to be a complete list).
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

Customer Service

- I am approachable and understanding so that I can assist patrons in accessing materials by keeping facilities working and looking respectable.
- I remain customer focused when offering assistance to patrons or when answering directional or general library questions.
- I communicate well when answering the phone in order to assist patrons and staff.
- I understand technologies such as the copier and the fax machine.
- I help resolve issues with patrons and help assure they have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.

Professionalism

- I am a vital component in an engaged and thriving community.
- I represent KHCPL by being ethical, sympathetic, and responsible.
- I communicate well, in person and by email or phone.
- I keep the library a welcoming place by knowing and reminding patrons of the Code of Conduct.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to email, memos, and other library related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

CORE ABILITIES CRITICAL TO ALL STAFF

- I am customer focused.
- I am cooperative and a collaborator.
- I am understanding and compassionate.
- I am a self-starter and have a strong work ethic.
- I am flexible and open to change.
- I am an effective communicator.
- I am a problem solver.
- I am responsible and honest.
- I am ethical, use good judgment, and stay calm under pressure.
- I am a continuous learner.
- I am approachable.

Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to continually make the library a better place for our community.
- I recognize that we work as a team, and help out coworkers in my own department and in other departments as I am able.

Knowledge and Skills

- Basic computer literacy skills, including knowledge of Microsoft Outlook.
- Skilled with custodial equipment, such as but not limited to: vacuum sweepers, buffer, floor machines, carpet extractor, lawn care equipment, and vertical lift.
- Some experience working to fix, repair, and maintain the basic physical features of a public building.
- Basic familiarity with HVAC systems and elevator systems.

Educations/Experience and any pertinent Certifications

- High school diploma or equivalent.
- 1 year or more experience.
- Must have a valid Indiana's driver's license, or the ability to attain one.

Working Conditions

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand and walk for required periods of time
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computer, and/or controls.
- Work in normal library working conditions and in unpredictable outside climates; moderate to severe exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures, as well as working outside during extreme weather events.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.