



FORT VANCOUVER REGIONAL LIBRARY

Open Position Announcement

OPEN TO EVERYONE

Bids will be based on the following criteria:

- First Sort: Current staff members that are not in a probationary period
- Second Sort: Current staff members that are in probationary period
- Third Sort: Bargaining Unit substitutes
- Fourth Sort: All other substitutes
- Final Sort: Outside Applicants

POSITION TITLE: FACILITIES ASSISTANT– UNION POSITION

DEPARTMENT: FACILITIES

40 hours per week WAGE: \$16.19-\$22.88 (Range 40)

DATE OF POSTING: 01/26/10 BID DEADLINE: 2/1/10

Successful candidate must pass a driver training

DEFINITION:

Regularly and independently perform a variety of specialized activities related to facility and vehicle maintenance which require in-depth application of comprehensive knowledge of skill area. Within scope of knowledge and training, and as authorized, may direct the work activities and perform assigned activities in the orientation and training of other employees and volunteers.

SUPERVISION RECEIVED

Receives direction from supervisory and management staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Examples of Essential Functions:

Assist in planning and perform necessary maintenance functions associated with equipment, buildings, grounds, and vehicles of the Library.

Perform building maintenance and cleaning tasks, including but not limited to interior and exterior painting; mechanical repair and maintenance to building equipment such as doors, locksets, windows; masonry and roofing repairs; make periodic inspections of and minor repairs to HVAC systems using written guide; carpet cleaning and window washing.

Perform plumbing repairs and maintenance to sinks, toilets, supply and waste pipes and drains and other plumbing accessories.

Perform electrical repairs and maintenance including lamp repairs, change ballasts, switch and outlet repair and other similar types of electrical repair.

Perform a variety of grounds maintenance tasks including weeding, pruning, and lawn care. Maintain and repair grounds maintenance equipment. Repair and maintain sprinkler systems.

Perform minor elevator repair.

Assemble, make repairs, maintain, and where necessary move specialized library equipment, office machine, furniture, shelving.

Perform a variety of maintenance tasks on library vehicles. Fuel and clean vehicles as needed.

Construct Library furnishings. Work from plans; assist with preparation of plans and estimates; obtain materials, etc.

Perform skilled carpentry work on library buildings, including framing, glazing, finish carpentry.

Operate hand and power tools associated with carpentry and maintenance functions.

Perform arc and gas welding.

As assigned, direct activities of employees of lower classification. Assume charge of day-to-day operations of Facilities Management in absence of Facilities Coordinator, as assigned.

Make deliveries of library equipment, supplies, materials as assigned. Operate light trucks and bookmobiles on occasion.

Maintain organized work area, including work vehicle.

Maintain vigilance for safety of self, staff and patrons when performing maintenance operations.

Establish and maintain cooperative working relations with the staff, the public, and volunteers.

Perform related duties, tasks or responsibilities of similar complexity as authorized.

QUALIFICATIONS AND EXPERIENCE:

Knowledge of:

Methods, practices and equipment used in building and grounds repair, maintenance services and activities, equipment and vehicle maintenance operations.

Tools and equipment used in building and grounds maintenance.

Safe work practices.

Ability to:

Perform a full range of building and grounds maintenance work.

Work independently in the absence of supervision.

Communicate clearly, both orally and in writing.

Lift 75-100 pounds.

Establish and maintain cooperative working relationships with those contacted in the course of work.
Willingness to work evenings and weekends and to work a schedule which meets the needs of the department, including on-call assignments.

Experience and Education Guidelines

Any combination of the following experience and training that would likely provide the required knowledge and abilities to qualify, such as:

Experience:

A minimum of five years of increasingly responsible commercial building maintenance experience.
Valid driver's license, safe driving record.

Education:

Equivalent to completion of an apprenticeship program in carpentry.

APPLICANTS WILL BE TESTED.
An Equal Opportunity Employer

<p>Tentative Schedule Monday-Friday 7:00am-4:00pm</p>
