

Operations Assistant

DEPARTMENT:	Operations
GRADE:	43
CLASS CODE:	OPSASST
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	October 2020

Summary:

The Operations Assistant, under general supervision, performs a variety of tasks that support the movement of supplies and materials throughout the district and the maintenance of TRL facilities. This position acts as support for the Grounds Assistant.

Reporting Relationships and Team Work:

Receives daily direction from the Operations Technician 3. This position is supervised by and reports to the Operations Director as part of a service oriented team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. 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.

1. Coordinates with library personnel to deliver, pick up and remove fixtures, furniture, supplies and collection materials in a timely manner. Secures facilities as required through the use of keys and security systems.
2. Sorts incoming and outgoing materials at the Service Center and in branch locations.
3. Inspects assigned fleet vehicle, monitoring for safety and general operating condition, including checking vehicle tire pressure and monitoring fluid levels, bulbs and wipers. Maintains vehicle service and maintenance schedule.
4. Provides assistance in maintaining TRL facilities and grounds.
5. Assists in setting up and tearing down fixtures, tables, workstations and seating.
6. Operates basic equipment needed to clean and refresh facilities, such as pressure washers, drills, sanders, sprayers and carpet cleaners.
7. Actively participates in collecting data regarding the flow of library materials throughout the district.

8. Other duties as assigned.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establishing and maintaining effective working relationships with other Library and department staff, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Communicate effectively verbally and in writing.
4. Demonstrate quality customer service.
5. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
6. Demonstrate a positive attitude and flexibility.
7. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. The ability to operate a cargo van in adherence with federal and state driving laws and safe driving practices.
2. The ability to lift and transport loads of varying size and weight safely and ergonomically.
3. Minor vehicular maintenance and visual assessment of fleet vehicles.
4. Safety practices common to the operation of maintenance equipment.
5. Effective communication methods to coordinate and communicate with library personnel in a variety of situations.
6. Customer service standards and procedures, and the ability to problem solve to meet the needs of staff and patrons.
7. Skill in gathering information and compiling data for statistical reporting, departmental records and databases.

Technology Requirements:

- PC navigation skills in a Windows-based environment.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Basic Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Education and Experience:

High School diploma or equivalent and minimum of three years of delivery or maintenance experience OR any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Must possess and maintain a clean driving record.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in driving/courier environment.
- Subject to driving, standing, walking, bending, reaching, and lifting/carrying objects up to 65 pounds.
- Exposure to seasonal heat and cold, inclement weather, and general driving hazards.

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

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.