

Operations Technician 2 - Facilities

DEPARTMENT:	Operations
GRADE:	52
CLASS CODE:	FAOPSTECH2
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	October 2020

Summary:

Performs skilled maintenance for all Timberland Regional Library facilities, assets and fleet vehicles under direct supervision. Responsible for keeping facilities, assets and vehicles properly maintained, useable, clean, safe and open for staff and public use.

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. Maintains TRL facilities, grounds and fleet vehicles.
2. Operate a variety of hand and power tools, including edgers, saws, drills, pressure washers, vacuums and blowers; care for and perform routine maintenance on facilities equipment as needed.
3. Perform minor plumbing, sprinkler and other repair tasks that require the use of hand tools and small motorized equipment; provide assistance with larger remodel and repair projects.
4. Maintains district buildings and grounds; cleans carpets, performs minor electrical and plumbing repairs, touches up paint and moves furniture.
5. Transport, assemble and installs equipment, furniture and shelving. Deliver and remove bulk items from library facilities; arrange for non-scheduled hauling of trash, recyclables and hazardous waste.
6. May participate in facilities remodel and repair projects; may act as liaison with outside vendors performing remodel and repair projects.

7. Serves as a first responder for after-hours building incidents and responds to roadside emergencies during working hours that involve district vehicles and/or personnel.
8. Distribute supplies for daily operation of TRL facilities; documents and maintains inventories. Organizes district monthly surplus list.
9. Maintain accessibility to TRL facilities and performs modifications as directed by Lead Facilities Maintenance Technician to comply with Americans with Disabilities Act.
10. Performs other duties as assigned or required.

Core Skills and Qualities:

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

1. Performing a variety of facilities maintenance functions within a large public library system.
2. Assisting in the proper maintenance of District facilities and grounds.
3. Safely utilizing and maintaining maintenance tools and equipment
4. Preparing and maintaining accurate maintenance records, reports, and documentation.
5. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
6. Positively reflect TRL's mission, vision, and values to the staff and public.
7. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
8. Communicate effectively verbally, and demonstrate quality customer service.
9. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
10. Demonstrate a positive attitude and flexibility.
11. 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. Principles and practices of facilities/grounds maintenance.
2. Facilities maintenance equipment, tools, materials, and supplies.
3. Safety practices common to the operation of maintenance equipment.
4. Records and documentation relative to facilities maintenance.
5. Customer service standards and procedures.

Technology Requirements:

- Intermediate keyboard and data entry skills.
- 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).

- Intermediate Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.
- Familiarity with SharePoint.

Education and Experience:

High School Diploma or equivalent and three years of facilities maintenance experience; OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- Must possess a valid Washington Driver's License.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in and around district facilities and grounds.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders/stairs, and lifting of objects up to 80 pounds.
- Exposure to seasonal heat and cold, confined work spaces, operation of maintenance tools and equipment, dust, dirt, fumes, and hazardous materials.

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.