

Operations Technician 3

DEPARTMENT:	Operations
GRADE:	55
CLASS CODE:	OPSTECH3
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	October 2020

Summary:

Under limited supervision, performs, plans, coordinates and supervises maintenance activities for all Timberland Regional Library facilities, assets and fleet vehicles. Responsible for keeping facilities, assets and vehicles properly maintained, useable, clean, safe and open for staff and public use.

Reporting Relationships and Team Work:

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. Oversees the maintenance and upkeep of all District grounds, buildings, library facilities, service outlets, furnishings, assigned equipment, and vehicles.
2. Trains, schedules and assigns staff work activities; monitors the performance of operations personnel and ensures staff compliance with departmental policies and procedures.
3. Participates in a variety of facilities maintenance activities, including performing repairs and responding to maintenance requests from District personnel.
4. Processes, coordinates and supervises the completion of maintenance work orders.
5. Maintains district buildings and grounds; cleans carpets, performs minor electrical and plumbing repairs, touches up paint and moves furniture.
6. Transports, assembles and installs equipment, furniture, and shelving at various district facilities.
7. Coordinates the periodic maintenance of District fleet vehicles; monitors contract in relation to major repair of all district vehicles.

8. Oversees work done by custodial, landscape and maintenance contractors; hires contractors, inspects quality of work performed, and authorizes contractor payments.
9. Manages the operation of mechanical systems at District-owned facilities. Schedules repairs, replacements, inspections, and routine maintenance of HVAC, fire and security alarm systems, and septic systems.
10. Oversees minor building repair and maintenance projects including preparing project budget request forms, collecting bids, and preparing maintenance contracts.
11. Maintains accessibility to TRL facilities and performs modifications to comply with Americans with Disabilities Act.
12. Prepares and maintains a variety of maintenance records, reports and documentation.
13. Performs other duties as assigned or required.

Core Skills and Qualities:

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

1. Coordinating a variety of operations and maintenance functions within a large public library system.
2. Leading and delegating tasks and authority.
3. Monitoring and ensuring District facilities and grounds are properly maintained
4. Assessing maintenance requirements and planning/scheduling maintenance activities.
5. Performing a variety of skilled facilities maintenance functions.
6. Overseeing work performed by TRL operations staff and maintenance contractors.
7. Preparing and maintaining accurate maintenance records, reports, and documentation.
8. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
9. Positively reflect TRL's mission, vision, and values to the staff and public.
10. 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.
11. Communicate effectively verbally, and demonstrate quality customer service.
12. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
13. Demonstrate a positive attitude and flexibility.
14. 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 building and grounds maintenance.
2. 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 five years of operations or 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.