Library Facilities Assistant

Job Code 50009699

General Description
To provide coordination of safety and security operations, submit custodial and maintenance requests and to maintain inventory for assigned department.

Examples of Duties
Submit and/or process work orders for maintenance requests.
Submit work orders for specialized requests.
Monitor maintenance billing for work performed and resolve discrepancies.
Oversee building access and security for special events.
Monitor security system and elevator access codes.
Issue access cards for patrons and maintain access card inventory.
Coordinate monthly safety checklist and reports needs.
Report elevator maintenance problems.
Maintain safety and emergency procedures and train staff in procedure operations.
Conduct inventory of furniture and non-capitalized equipment and Hazard communication.
Coordinate pest control services and furniture set-ups.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Institutional policies and procedures, custodial, maintenance, security systems; risk management and safety rules and regulations; use of hand tools and equipment.
Skill in: interacting courteously with others; working as a team member; preparing documents; problem solving and decision making.
Ability to: Read and interpret complex instructions, manuals, memos, charts, schematics, measuring devices; write policies, procedures, reports, correspondence, messages, service requests, maintain logs, complete forms; intermediate math; perform complex calculations; prepare reports, letters; perform basic math; clearly communicate & explain issues; understand oral & written instructions; determine operating conditions; prioritize workload; train others; operate a computer.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/20/2012