

Spokane County Library District

CLASSIFICATION: N12

POSITION TITLE: Maintenance Assistant

GENERAL PURPOSE:

Assists in developing, implementing, and updating the District's facilities preventive maintenance program; monitors and reports on work completed by contractors; performs building maintenance work as necessary.

POSITION SUMMARY:

Under the direction of the Maintenance Supervisor, assists in developing, implementing, and updating the District's facilities preventive maintenance program. Monitors contracts for HVAC, custodial services, landscaping and snow removal, and building security, including the District's fire alarm system; inspects and evaluates District buildings and facilities to assure facility maintenance and/or custodial contracts meet contract specifications; reports any discrepancies to the Maintenance Supervisor. May act as the Maintenance Supervisor in his/her absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Maintenance Supervisor, oversees the District's facilities preventive maintenance program for all buildings, plant equipment, grounds, and vehicles; monitors vendors providing, maintenance, repair, security, fire alarm, and other services to assure contracted services meet contract specifications; reports any discrepancies to the Maintenance Supervisor.

Monitors operation of District mechanical systems, i.e. heating, air conditioning, electrical, and plumbing. Ensures all preventive maintenance procedures are carried out correctly, efficiently, and according to schedule.

Conducts facility inspections; evaluates equipment and facilities for useful life expectancy; identifies maintenance problems and recommends repair or replacement of defective parts or equipment as needed; coordinates repairs or renovations as appropriate.

Assists in the preparation of cost, time, and material estimates for the maintenance, repair or renovation of existing facilities, or the design of new facilities; may provide budget input for facilities maintenance and capital improvements.

May evaluate plans for new or remodeled buildings to ensure effective and efficient maintenance and operation; may assist in developing bid specifications; may assist in evaluating work on contracted projects in progress, and upon completion.

Assist in assuring District compliance with building maintenance, building codes, ADA and facility health-code rules and regulations.

Performs preventive maintenance and minor repair on buildings, plant equipment, grounds, and vehicles as appropriate.

Documents completed maintenance and repair work and submits for input into the District's maintenance management program.

Responds to emergency maintenance situations to assure problems are resolved timely and effectively. Shares "on call" 24/7 responsibilities with Maintenance Supervisor.

Work a flexible schedule including Saturdays, Sundays, and holidays.

Attend work on a regular and dependable basis.

Hear, see, speak, and listen to individuals in order to work with staff and customers.

Read and understand materials, including blueprints and building codes, in print and electronic format.

Interact in a professional and respectful manner with District staff and the public.

Physically perform the essential functions of the job.

OTHER JOB FUNCTIONS: Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Principals and practices of building and facilities maintenance;
- The standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, carpentry trades, and crafts;
- Occupational hazards and safety precautions and inspections necessary in building maintenance and janitorial work.

Ability to:

- Perform basic HVAC, electrical, plumbing, mechanical, and carpentry work;
- Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings;
- Measure, add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Understand and execute oral instructions and prepare diagrams or plans;
- Establish and maintain effective working relationships with District personnel, supervisors, and vendors/contractors;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Rapidly respond to emergent maintenance issues;
- Maintain a valid driver's license and normal risk insurability.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

Five years of experience in one of the following areas: building maintenance operations or the construction industry. Certificates or licenses in HVAC, plumbing, carpentry, electrical, or energy management preferred; building maintenance experience in a multi-facility environment preferred; lead-worker responsibilities preferred; two years experience in dealing with contracted service providers and subcontractors or administering contractor contracts. Working knowledge of personal computers and demonstrated experience using word processing, spreadsheet, database, or other specialized software.

OR any equivalent combination of education, training, or experience that would assure satisfactory performance of the essential job functions.

Should be able to successfully pass a background check.

Valid driver's license and normal risk insurability required.

TOOLS AND EQUIPMENT USED:

Mechanical air testers and drills; electrical testers; plumbing thread cutting machine; cut-off saw; hand tools including, but not limited to, hammer, drill, pipe saw, wrenches, screwdrivers, pliers; adding machine; phones; motor vehicle. Desktop/server Windows based system with Word/Excel applications; familiar with researching for and utilizing online databases that support basic duties.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may frequently lift and/or move up to 25 pounds, and occasionally lifts weight up to 100 pounds.

The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Salary Range: N12

Created: 10/16/07

New Position Effective: 02/01/08