

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Facilities Specialist		
<b>Reports to</b>	Facilities Manager	<b>Supervises</b>	N/A
<b>FLSA/WMWA Status</b>	Eligible for overtime	<b>Remote Work Status</b>	Not eligible for remote work
<b>Revision Date</b>	February 2025	<b>Compensation Band</b>	MP1
<b>Working Hours</b>	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check Valid driver license Branded, high visibility clothing and non-slip safety toe shoes must be worn		

<b>Job Overview</b>
With oversight from the Facilities Manager, this position implements the preventive maintenance programs for District facilities, physical plants, grounds, and vehicles.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have 3-5 years of experience in building maintenance operations, construction, and building maintenance (multi-facility environment preferred). The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
	Communicate effectively with staff and customers
	Establish and maintain successful team relationships
	Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	Perform basic HVAC, electrical, plumbing, mechanical, and carpentry work
	Respond to emergent situations at District facilities promptly
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Travel to any District facility quickly (within 45-60 minutes of notification)
	Use basic hand and power tools and seasonal landscaping equipment
	Use initiative, problem-solving skills, and sound judgement
	Work with and troubleshoot office machines, such as copiers
	Knowledge of
Library services and resources	
Microsoft Office and other software applications	
Occupational hazards and safety precautions and inspections necessary in building maintenance and janitorial work	
Principles and practices of building and facilities maintenance	
The standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, and carpentry trades	

Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.
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### Job Duties

*The duties listed are intended only as illustrations of the 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.*

Performs preventive maintenance on facilities, physical plants, and grounds.

Conducts facility inspections; evaluates equipment and facilities for useful life expectancy.

Identifies maintenance problems and repairs or replaces parts or equipment as needed; Coordinates repairs or renovations as appropriate.

Develops and updates the preventive maintenance programs for District facilities, physical plants, grounds, and vehicles, in collaboration with the Facilities Manager.

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.

Responsible for monitoring vendors providing HVAC, custodial services, landscaping, and snow removal, building security, fire suppression and fire alarm services to assure services meet contract specifications; reports any issues to the Facilities Manager.

Evaluates work on contracted projects in progress and upon completion, in collaboration with the Facilities Manager.

Collaborates with other staff to ensure District compliance with building maintenance, building codes, ADA and facility health-code rules and regulations.

Responds to emergency maintenance situations to assure problems are resolved timely and effectively.

Enforces the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Provide budget input for facilities maintenance budget and/or capital improvements.
- Participate in the review of cost, time, and material estimates for necessary maintenance, repair, or renovation of existing facilities.
- Assist in developing bid specifications.
- Evaluate plans for new or remodeled buildings to ensure effective and efficient maintenance and operation.
- Clean & disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.
- Respond to inquiries regarding library services and operations.

Performs other duties as needed or as directed.

### Work Environment

An individual performing the duties in this position is required to work both indoors and outdoors in all weather conditions. Occasionally work must be performed in high, precarious places and/or near or around moving mechanical parts. The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed.

Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock are illustrative of the environmental requirements of the position.

### Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck. May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.

### Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.

