



Facilities Assistant Part-time 12 hours/week Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a part-time Facilities Assistant. Under the direction of the Facilities Manager, the Facilities Assistant will perform routine preventive maintenance and repair of interior and exterior facilities and deliver library materials at all library locations.

Essential Duties & Responsibilities

- Perform routine preventive maintenance and repair on buildings, grounds, furniture and equipment.
- Maintains exterior of the facilities to include snow and ice remove from sidewalks, watering plants, picking up litter, sweeping, trash removal, etc.
- Drives the library van to deliver library materials and supplies between library locations and other locations as scheduled or needed; loads and unloads materials up to 75 lbs. to/from van.
- Monitors and performs housekeeping duties in restrooms, staff and public areas.
- Assists with safety and security of buildings and grounds.
- Assembles, moves and/or installs furniture, shelves and equipment.
- Paint as needed.
- Responds to facilities requests.
- Vacuums and cleans carpets as needed.
- Sets up meeting rooms for programs and special events.
- May be required to respond to facilities emergencies.
- Other responsibilities as assigned.

Required Skills & Knowledge

- High school diploma or equivalent required.
- Minimum of one year's experience in facilities maintenance.
- Knowledge and experience in repair and maintenance of equipment and buildings to include HVAC, mechanical, electrical, and plumbing systems and carpentry work is preferred.
- Valid driver's license, reliable transportation, good driving record and proof of insurance. Must be comfortable driving a high-roof cargo van.
- Self-motivated, organized, efficient and productive with excellent time management skills.
- Strong attention to detail.
- Proficient in computer skills.
- Ability to communicate and work effectively with staff and patrons.
- Ability to work independently, handle routine problems with minimum supervision.

Physical and Environmental Working Conditions:

- Requires regular standing, walking, bending, stooping, climbing, crawling, kneeling and pushing.
- Ability to lift and move up to 75 pounds.
- Will work in adverse weather conditions.

Compensation & Benefits

- Starting wage is \$16.01/hour

Schedule of Hours

- Thursday – Saturday, 8:00 am – 12:00 pm, 12 hours per week
May be required occasionally to work up to 20 hours per week. Advance notification will be provided.

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to: Human Resources – **FAC0125WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wclibrary.info.

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.