



## Facilities Assistant (15 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 on the buildings, grounds, furniture, plumbing fixtures and equipment.

### Essential Duties & Responsibilities

- Maintains exterior of the facilities to include snow and ice remove from sidewalks, watering plants, picking up litter, sweeping, trash removal, etc.
- 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.
- 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.

### 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.
- Ability to be on-call evenings and weekends.

### Compensation & Benefits

- Starting wage is \$10.71/hour

### Schedule of Hours

Tuesday 3:00 pm – 8:00 pm  
Thursday 5:00 pm – 10:00 pm  
Saturday 7:00 am – 12:00 pm

May be required occasionally to work different schedules depending on projects/needs of the library.  
Advance notification will be provided.

### To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to:  
Human Resources – **FAC819WP**, Washington-Centerville Public Library, 111 West Spring Valley Road,  
Centerville, Ohio, 45458 or email to [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us).

- WCPL Application can be found at [www.wclibrary.info](http://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.**