

POSITION DESCRIPTION
ROCKY RIVER PUBLIC LIBRARY
An Equal Opportunity Employer

- I. POSITION TITLE:** Building Services Specialist
- II. DEPARTMENT:** Building Services
- III. IMMEDIATE MANAGER:** Building Services Manager
- IV. FLSA STATUS:** Non-Exempt
- V. POSITION SUMMARY:** Responsible for general maintenance and repair of building and grounds to ensure good working order of the building and the safety of staff and patrons. Assists with general custodial duties.
- A. Responsibilities to Manager**
In compliance with the core values and mission of the Library, recommends improvements in areas of responsibilities; keeps manager informed of projects, duties, and progress; communicates fully and effectively with manager and fellow employees.
- B. Interrelationship with Other Departments**
Promotes good communication and full cooperation with all departments to achieve the goals of the Library. May participate in Library teams.
- VI. QUALIFICATIONS:**
- A. Education, Licenses, and Experience:** High School Diploma or GED. Possession of valid State of Ohio Driver's license. Accident-free driving record with no serious moving violations and/or convictions within the past five years. Minimum of two years of Industrial or Commercial maintenance experience. Graduation from a vocational school in related field is *preferred*.
- B. Knowledge, Skills, and Abilities:**
- Practical skill and knowledge in such areas as advanced electrical work, carpentry, plumbing, and using various power and hand tools associated with such.
 - Basic HVAC maintenance knowledge.
 - Basic local, state, and federal building code knowledge.
 - Knowledge of building and grounds maintenance duties.
 - Knowledge of custodial techniques.
 - Ability to operate a large motor vehicle.
 - Ability to organize, prioritize, and coordinate various maintenance tasks.
 - Ability to perform the physical activities associated with this job including ability to lift and move materials weighing up to 50 pounds.
 - Ability to operate computer and web applications, departmental technology, and the Library's automation and email systems.

- Ability to tactfully and effectively deal with public, staff, and patrons.
- Utilizes safe work practices.
- Ability to resolve complex problems.

C. **Personal Characteristics:** Consistently maintains and displays a positive attitude.

VII. ESSENTIAL DUTIES AND RESPONSIBILITIES: *This list is illustrative and not to be considered exhaustive for this position.*

- A. Perform electrical maintenance including, but not limited to, replacing electrical receptacles, switches, fixtures, changing light ballasts and bulbs, and installing conduit as well as wiring in accordance with local, state, and federal building codes.
- B. Performs basic HVAC mechanical maintenance.
- C. Assists in identifying maintenance needs and mechanical requirements for proper operation of facilities.
- D. Assists in detailed inspection and analysis of repair needs.
- E. Assists in inspection of services performed on a contract basis to ensure compliance, performance, and excellence in all aspects of the building and grounds.
- F. Work on-call in the event of a building related emergency.
- G. Maintains the accessibility and appearance of building by performing maintenance including snow removal, painting, and replacing exterior/interior lighting.
- H. Assists in the routine cleaning of public and staff areas including daily trash removal.
- I. Closes and/or opens building according to security procedures.
- J. Prepares building and meeting rooms for all events and activities.
- K. Receives and delivers shipments.
- L. Travels off-site to deliver books or pick-up donations as requested by Outreach Librarian.
- M. Works with manager to set annual performance goals and objectives that support the Library's core values.
- N. Participates in Library teams, meetings, in-service training, workshops, and conferences.
- O. Maintains knowledge of custodial/maintenance profession by attending training and workshops.
- P. Maintains paper and digital records/files for respective area.
- Q. Regularly interacts with Library staff, patrons, general public, and vendors.

- R. Assumes additional responsibilities and performs special projects as needed or directed.

VIII. PHYSICAL REQUIREMENTS: Position requires the ability to regularly lift up to 50 pounds, climb ladders and stairs, operate maintenance machinery, and walk on varied terrain as needed. Nature of work requires the ability to operate electrical and lawn equipment. Ability to operate a motor vehicle is required. Travel is required for deliveries and off-site training sessions and/or meetings.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the position and is subject to review and change at any time, with or without notice, in accordance with the needs of Rocky River Public Library. Since no position description can detail all the duties and the responsibilities that may be required from time to time in the performance of the job, duties that may be inherent in a position, reasonably required for performance, or required due to the changing nature of the position shall also be considered part of the position holder's responsibility.

Employee Signature

Date