



Facilities Technician

Part-time 30 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 Technician. 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:

- Performs routine preventive maintenance and repair on buildings, grounds, furniture, and equipment.
- Performs informal audits of buildings and grounds during daily deliveries.
- Drives the library van to deliver library materials and supplies between library location and other locations as scheduled or needed; loads and unloads to/from van.
- Assists departments with special projects as assigned.
- Responds to, updates, and closes online facilities support request.
- Coordinates with contractors and acts as intermediary to obtain estimates and/or oversees work being performed.
- Serves as backup to the Facilities Manager for emergency calls.
- Maintains exterior of the facilities to include landscaping, snow, and ice removal from sidewalks, watering plants, picking up litter, sweeping, trash removal, etc.
- Hangs signage, sets up displays as needed.
- Maintain community rooms by ensuring rooms are neat and tidy, and tables and chairs are safely stored.
- Fulfill schedule and service obligations at library locations or outside facilities.
- Maintains regular and predictable attendance.
- Other tasks and duties as assigned.

Required Skills & Knowledge:

- High school diploma or equivalent experience required.
- Valid driver's license with acceptable driving record and proof of insurance required.
- Minimum of one year 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.
- Must be able to work independently, handle routine problems with minimal supervision.
- Proficient in computer skills.
- Self-motivated, organized, efficient, and productive with excellent time management 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 materials up to 75 pounds.
- Will work in all weather conditions.

Compensation & Benefits

- Starting wage is \$18.99/hour
- Position is within the bargaining unit

Schedule of Hours

Schedule to be determined, 5 days, 30 hours per week.

To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to: Human Resources – **FAC925WP**, 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.