

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Automated Material Handling Service Specialist**

Dept: **Facilities Management Services**

Job Code Number: **10751**

Reports to: **Facilities Maintenance Supervisor**

Grade Number: **15, Represented**

Effective Date: **January 2010**

FLSA Status: **Non-Exempt**

General Position Summary:

Provide maintenance, repair and troubleshooting of KCLS automated material handling (AMH) system that sorts all KCLS material in the Shipping department. Position is responsible for keeping the system running at its full potential. Provide repair and maintenance of Tote Kings and associated equipment. In addition, responsible for troubleshooting and repair assistance for AMH systems in various KCLS libraries.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Perform routine maintenance: lubricate and clean AMH system parts, clean photo eyes, adjust belts using specialized tools. Replace motors and drive belts.
2. Provide daily preventative maintenance based on manufacturer recommendations.
3. Troubleshoot high and low voltage electrical components.
4. Repair Tote Kings.
5. Communicate with manufacturer's hotline troubleshooting.
6. Develop ongoing relationship and strategies with vendor.
7. Order and maintain parts needed to keep system operational. Work with vendors and the KCLS purchasing department to ensure adequate inventory and timely delivery of essential parts.
8. Document system's setup. Write, maintain and update technical documentation and practices.
9. Learn, diagnose, maintain software and data interfaces between the AMH system and the ILS system.
10. Provide training and technical assistance to maintenance personnel at library locations on Automated Materials check-in equipment.
11. Assist with loading inbound materials and sort as necessary.

Secondary Duties:

1. Serves as a member of various committees, as assigned or required.
2. Perform other related duties as assigned.

Communication:

The position has contacts with KCLS staff and vendors. Contacts are both of a routine and non-routine nature and require some discussion and explanation. Contacts typically involve exchanging information, responding to requests and conducting training or solving Material Handling problems. Communication is frequently initiated by the third party, or regularly on own initiative.

Initiative:

Incumbent is responsible for developing practices and procedures for the operation of materials handling equipment. The position is responsible for problem solving at the maintenance department level. The position involves a high degree of complexity considering the technical demands placed on it and the need to interact with a variety of staff and vendors. The position encounters unusual work situations with frequent variation from the norm, requiring the job incumbent to exercise creativity in resolving problems specific to automated materials handling operations. The AMH aspect of the position is responsible for solving problems that are technically unique. This position is responsible for solving problems that effect one, many or all materials handling check-in equipment throughout KCLS. Decisions are typically made within organizational policy constraints and guidelines. The position operates under general supervision and receives minimal technical supervision.

Accountability:

The position encounters interruptions requiring flexibility. The position foresees issues associated with own work and work of others delegated daily operational responsibilities for library materials handling check-in equipment. Identifies future needs for service maintenance, system upgrades, replacement parts, equipment and materials. Decisions will have impact on a critical and expensive element of KCLS public service delivery, the KCLS materials handling business. The supervisor occasionally monitors and checks the work performed by individual in this position. Failure to perform in this position will affect timely delivery of library materials to patrons at all locations.

Leadership:

The position is responsible for mentoring maintenance personnel. The position is responsible for role modeling and promoting KCLS values within the work unit and with outside contacts.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined below is graduation from a four-year college or university with major coursework in mechanical/electrical field with a minimum of three years field related experience in the mechanical/electrical discipline with high speed material handling systems; or equivalent five to eight years of experience in large inventory automated handling and robotics systems in combination with training specializing in mechanical/electrical field.

Necessary Knowledge, Abilities and Skills:

- Knowledge of electrical theory of operation.
- Knowledge and use of specialized tools and equipment
- Knowledge of conveyer belt operation and maintenance
- Knowledge of safety procedures
- Knowledge in Microsoft suite products, UNIX, NT, W2000, and XP
- Machine control and software troubleshooting expertise, PLC, PC/server
- Troubleshooting networks, serial communications, administration and configuration

Skill in:

- Project and time management.
- Interpersonal communication and teamwork.
- Effective written and verbal communication.

Ability to:

- Ability to read and understand blueprints and schematic drawings.
- Ability to troubleshoot mechanical and electrical equipment both high and low voltage
- Develop and implement procedures, prepare reports and maintain other records as requested or required.
- Perform advanced math operations
- Exercise initiative and independent judgment in a wide variety of situations.
- Respond as needed when on-call.
- Work independently with minimal supervision
- Work a varied schedule, which may change periodically, including evenings and weekends.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required along with ability to meet insurance carrier's driving record requirements.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly required to stand, walk, kneel, climb, reach and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. Specific vision abilities required by this job include close, distant and peripheral vision, color vision, depth perception, and the ability to adjust focus. Position may be required to operate hand truck, phone, electrical tools and equipment, mechanical tools and equipment.

WORK ENVIRONMENT

Materials handling is a high-volume operation involving open workspace combined with individual work areas. The work is performed in a team environment. This position encounters new, unusual, hectic, demanding or hazardous situations almost on a daily basis. The position requires driving from facility to facility.

Advancement Possibilities:

Open depending on education and experience

The duties listed above are intended only as illustrations of the various 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR

Final: 2009-09-15