

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Maintenance Worker**

Dept: **Facilities Management Services**

Job Code Number: **10658**

Reports to: **Facilities Maintenance Supervisor**

Grade Number: **12, Represented**

Effective Date: **January 2010**

FLSA Status: **Non-exempt**

General Position Summary:

Provide preventive maintenance and repairs to buildings so that they are structurally sound, safe, free from health hazards, comfortable and appealing. Provide routine maintenance and repair to the library automated equipment. Operate hand and power tools and other machinery in a safe and efficient manner. Assure that services provided meet established objectives, quality standards and schedules.

Essential Functions/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. Inspect facilities, perform routine or preventive maintenance, and repair as needed. This includes, but is not limited to: painting, wall repair, lamp replacement, moderate plumbing, electrical and other mechanical repairs.
2. Complete work orders assigned involving more extensive repair. For some positions, these responsibilities are part of the responsibilities associated with the incumbent's established route, and for others, work orders are assigned on a project-by-project basis.
3. Perform preventive maintenance and minor repairs on Automated Material Handling (AMH) system, Tote Kings and associated equipment. This includes, but is not limited to: lubricating, cleaning, diagnosing and replacing system parts, and adjusting belts using specialized tools.
4. Respond to emergencies and provide temporary or lasting repairs as the situation dictates.
5. Keep parking lots free from debris (and snow/ice when necessary) and other obstacles that detract from visual appeal or contribute to safety hazards. Maintain a clean and safe entry to libraries by leaf blowing, snow removal and curb painting.
6. Operate hand and power tools and other machinery in a safe and efficient manner.
7. Perform work safely and comply with state and federal safety regulations.
8. Continuously evaluate the condition and performance of equipment used and perform preventive maintenance and make repairs as needed.
9. Drive vehicles to various locations within the KCLS service area.
10. Attend required training sessions.

Secondary Functions:

1. Perform other related functions such as hanging banners and moving furniture and shelves.
2. Assist with preparing libraries for closing and reopening for non-routine operations.
3. Perform other related duties as required or as assigned.

Communication:

The position has regular contacts with KCLS staff, vendors, outside contractors and occasional contacts with the general public. Contacts normally concern information exchange of a routine nature, but may require some discussion and explanation.

Initiative:

The position incumbent operates from established and well-known procedures. The position involves a moderate degree of complexity. In certain circumstances, creativity and problem solving skills are required to determine the best approach or most cost effective repair. The position encounters recurring work situations with occasional variation from the norm. Decisions are made within strictly prescribed operating guidelines. Decisions typically involve managing work schedules and time and determining the best approach to making a repair. The effect of poor repair decisions typically results in inconvenience to the customer and/or affect the efficiency or safety of the job incumbent and peers.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. Responsibility for the prudent use of library assets, including time, material or labor is moderate. The position incumbent is responsible for maintaining an inventory of tools and materials needed to perform preventative and repetitive maintenance functions. The work performed is occasionally checked either by a member of the facilities staff or those being served.

Leadership:

Incumbents in this classification are charged with understanding and individually acting in accordance with and promoting the values and mission of the organization.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED, supplemented by training in construction or facilities work.
- The position requires that the job incumbent have a strong maintenance generalist background, which is typically gained through 4 years of practical experience. The

completion of a maintenance apprenticeship or certification program could reduce the number of years of experience required.

- Classroom and on-the-job training to learn specialized functions.

Knowledge Skills and Ability:

- Considerable knowledge of building maintenance.
- Considerable knowledge of tools and equipment used in construction and maintenance.
- Working knowledge of building construction.
- Working knowledge of building systems (mechanical, electrical, plumbing).
- Working knowledge of paints and painting techniques.
- Working knowledge of safety procedures and safety laws.
- Working knowledge of basic English and math.
- Working knowledge of specialized software to monitor AMH functionality.
- Considerable knowledge of safe driving practices.

Ability to:

- Work independently or without supervision.
- Use common courtesy and tact when dealing with employees, vendors and others.
- Apply knowledge to achieve high quality work within established time requirements.
- Determine the most cost effective method of repair.
- Manage time to maximize productivity.
- Communicate problems/symptoms and solutions to supervisor, customers and peers.
- Find creative approaches to repairs when conventional methods and practices fail or are not appropriate.
- Learn and acquire changing job skills.

Skill in:

- Diagnosing and solving problems with facilities and related systems.
- The use of hand and power tools and other machinery and how to operate equipment safely and efficiently.
- Safely driving a variety of building and grounds maintenance and other KCLS vehicles, as assigned.
- Skill in listening to and understanding the needs of “customers” or symptoms described by customers.

SPECIAL REQUIREMENTS

The job incumbent must have a valid Washington State driver’s license and be an insurable driver by KCLS and must obtain vehicle, equipment operator certifications as designated such as pesticide operator certification.

PHYSICAL DEMANDS

The position requires frequent standing, walking, kneeling, reaching, bending, crawling, handling, grasping and repetitive hand /wrist motions. Lifting and carrying up to 50 pounds on a regular basis is required.

WORK ENVIRONMENT

Work is performed both indoors and outdoors and in weather extremes. The position requires extensive driving from facility to facility, working in high/precarious places and tight quarters, working near moving mechanical parts including operating high-pressure equipment and some exposure to electric shock. Regularly exposed to chemicals and solvents. The job incumbent rotates on-call status with co-workers and responds to maintenance emergencies. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

Advancement Possibilities:

Facility Maintenance Supervisor
Facilities Specialist

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: 7/31/01
Revised: 1/07
Revised: 12/12/09