



Position Available  
*Internal & External Recruitment*

**Facilities Technician I**  
**Sequim Branch Library – Part Time**  
**(Non-Union, FSLA Non-Exempt)**

**Primary assigned location:** Sequim Branch Library. May be assigned to work at other NOLS Facilities as needed.

**Salary:** Range 5: \$12.13 to \$14.74 per hour.

**Schedule:** Position is budgeted and scheduled for between 5 and 10 hours per week. Work schedule varies and includes evenings and Saturdays.

**About the position:** Individuals assigned to this classification clean and assist in maintaining library facilities and grounds. Tasks are generally routine and recurring, and are performed under general supervision.

**Job duties include but are not limited to:**

- Cleans floors;
- Dusts and cleans furniture and other surfaces;
- Empties waste and recycling containers;
- Cleans and disinfects rest rooms;
- Replenishes paper products and other supplies;
- Maintains on-site janitorial and other supplies inventory;
- Updates material safety data sheets books;
- Changes HVAC filters;
- Tests emergency lights and replaces lamps and batteries;
- Pulls weeds, picks up paper and debris and assists in maintaining landscaping around facility;
- Removes ice and snow from sidewalks and parking lot and applies de-icer;
- Inventories and replenishes first aid kits;
- Assists in moving furniture and equipment;
- Participates in continuing education opportunities as appropriate;
- Drives NOLS vehicle or personal vehicle to NOLS libraries and other locations to perform duties;
- Actively participates in committees, work groups and special assignments; and
- Performs related duties as assigned.

**The ideal candidate will possess the following combination of education, experience, knowledge and skills:**

- Two years of high school or equivalent;
- Knowledge of basic cleaning techniques;
- Attention to detail;
- Commitment to sound safety practices; and
- Strong customer service attitude.

**Physical Requirements:** Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following: frequent squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; ability to push, pull, load, unload, and maneuver heavy objects; ability to work a varied schedule (including evenings and Saturdays);

**Working Conditions:** Duties are generally physical in nature and are performed both indoors and outside. Work requires frequent interaction with co-workers and with the public. Environment includes heat, cold, rain, snow, wind and other inclement conditions, as well as the normal range of noise, dust and other distractions, working around cleaners, paint and other chemicals, standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

**Compensation:** Part time position (between 5 to 10 hours per week). Range 5: \$12.13 to \$14.74 per hour. Appointment may be made at any step, dependent on experience and qualifications. There are no insurance or leave benefits associated with this position, except for sick leave accrual in accordance with Washington State Initiative 1433.

**Application Procedure:**

Position is open until filled, with first consideration given to applications received by 4pm on Friday, March 15, 2019.

Required application materials for this position include:

- Signed NOLS application; and
- Cover letter explaining why you are the best candidate for this position.

To avoid submission problems with NOLS' firewall, file names of the attachments **must not** include any hyphenation such as dashes or extra periods. Applications should be submitted by email to [HR@nols.org](mailto:HR@nols.org) . Applications are not complete unless all elements (cover letter and application) are submitted. Incomplete applications will not be considered.

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This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be

construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

If special accommodations are required during the hiring process, please inform the Library Director. The North Olympic Library System will consider the possibility of reasonable accommodation for all essential job functions. All Library facilities are smoke-free, and smoking is prohibited in all Library facilities and vehicles. The North Olympic Library System is an Equal Opportunity Employer.