



Position Available
External Recruitment

Facilities Technician II Sequim Branch Library

(Part Time - FLSA Non-Exempt)

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

Salary: Range 7: \$13.37 to \$16.25 per hour.

Schedule: This is a part-time day shift position. The work week consists of 22.5 hours. Work schedule varies and may include evenings and weekends.

Union Represented Position: AFSCME, Local 1619L

About the position: The primary responsibilities of this position are to clean and maintain library facilities and grounds. The work consists of routine and recurring tasks, with occasional special projects, and is performed under the general supervision of the Facilities Manager.

Job duties include *but are not limited to:*

- Cleans floors;
- Dusts and cleans furniture, windows, fixtures and other surfaces;
- Empties waste and recycling containers;
- Cleans and disinfects rest rooms;
- Replenishes paper products and other supplies;
- Purchases small tools, equipment, and supplies;
- Disassembles, transports, and reassembles furniture and shelving;
- Repairs walls; refinishes and paint surfaces;
- Maintains on-site janitorial and other supplies inventory;
- Updates material safety data sheets books;
- Changes HVAC filters;
- Changes overhead light lamps and ballasts;
- Tests emergency lights and replaces lamps and batteries;
- Coordinates projects of limited scope such as small furniture and shelving relocations, landscaping improvements, or carpet cleaning;
- Mows and trims lawn areas, 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;
- Maintains work areas in a safe, clean and orderly condition;
- Observes, notes and reports conditions requiring maintenance, repairs or safety improvements;

- Collaborates with colleagues to insure coordinated and effective daily operations;
- Recommends and participates in the development and implementation of operational improvements;
- 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 have the following combination of education, experience, knowledge and skills:

Education, Experience, and Certifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:

- Two years of high school or equivalent; and
- At least one year of custodial, or building or landscape maintenance experience;

Knowledge and Skills Required:

- Some knowledge of basic tools, power tools and gas powered equipment;
- Basic cleaning techniques;
- 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.;
- OCCASIONAL ladder-climbing; wheel-barrow wheeling;
- Ability to push, pull, load, unload, and maneuver heavy objects;
- Ability to work a varied schedule (including evenings and Saturdays);
- Ability to travel between library locations using personal car or public transportation.

Salary and benefits: Part-time position (22.5 hours per week). Salary Range 7: \$13.37 to 16.25 per hour. Benefits package includes paid vacation, holidays and sick leave; PERS retirement plan and Social Security; partially paid medical insurance coverage available for employee with dependent coverage option by payroll deduction; Health Reimbursement Arrangement (HRA); employer-paid vision coverage for employee and all family members; employer-paid Employee Assistance Program (EAP); employer-paid life and accidental death/dismemberment insurance; deferred compensation plan available.

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.

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;
- Resume; 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 . Applications are not complete unless all elements (cover letter, application and resume) 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.