Job Description

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**Position: Facilities Technician**

**Range: 4 (Non-Exempt) (Union)**

 **Reports to: Operations Director**

**Supervises: None**

**Reviewed: 04/2024**

**Revised: 04/2024**

Job Summary

Under the supervision of the Operations Director, performs various building maintenance tasks in and around the Capital Area District Library buildings, including monitoring and general upkeep of all building systems: electrical, plumbing, HVAC, grounds, etc. The Maintenance Technician will also assist in maintaining CADL’s fleet vehicles.

Duties and Responsibilities

1. Monitors and performs maintenance of mechanical equipment (pressure gauges, fans, belts, filters, actuators, pneumatic lines, electrical equipment, generator, air handlers, etc.) as needed and required by the maintenance schedule.
2. If necessary, contacts the appropriate repairperson and follow up with the person until the problem is fixed.
3. Maintains Downtown Lansing Library grounds including removing trash and debris, leaves and lawn maintenance and snow and walkways. Is available to handle snow removal on weekends as needed.
4. Accompanies vendors providing services to library facilities and provides any resources required.
5. Moves, assembles, and installs furniture, shelving, and equipment at all Library Branches.
6. Serves as backup Delivery Driver, performing the duties of either classification as needed.
7. Monitors and maintains fleet vehicles, including scheduling maintenance, cleaning, and general upkeep.
8. When necessary, opens downtown library buildings.
9. Acts as “on call” person for building emergencies during evenings and weekends.
10. Other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

Job Requirements

* Possession of a high school diploma or its equivalent.
* Possess knowledge of basic electrical, plumbing, and mechanical systems and their components.
* Experience in light maintenance of vehicles and equipment preferred.
* Ability to lift over 50 lbs. on a regular basis.
* Successful completion of a six-month probationary period.
* Be physically able to perform the essential functions of the job with or without reasonable accommodations.
* Possession of a valid Michigan Chauffeur’s License or ability to acquire.
* Use of a computer and Microsoft Outlook and Teams required.
* Physical examination required.
* Driving record must be at a level approved by the insurance provider as acceptable for insurability. This driving record will be reviewed annually.

The qualifications listed above are guidelines. Other combinations of education and experience, which would provide the necessary knowledge, skills, and abilities to perform the job, may be considered.

Additional Specifications:

* Ability to understand and follow written and oral instructions.
* Ability to organize materials for delivery.
* Ability to establish and maintain an effective working relationship with co-workers.
* Ability to conduct oneself with tact and courtesy.