



FACILITIES SPECIALIST I

271

DIVISION/DEPARTMENT: Williamsburg Regional Library/Finance & General Services/Facilities

NATURE OF WORK:

Under the supervision of the Finance & General Services Director, the Facilities Specialist I performs a variety of custodial, maintenance, repair services for Library buildings. Includes driving a van and other Library vehicles for delivery of Library mail, collections, supplies, equipment and donations. Also assists the Facilities Lead Worker as directed.

ESSENTIAL FUNCTIONS OF THE JOB:

Maintains overall order and cleanliness of Library buildings. This includes but is not limited to sweeping, mopping and buffing floors; vacuuming carpets; dusting and cleaning furniture, shelves and equipment; washing windows and other glass surfaces; supplying and thoroughly cleaning restrooms; removing trash. Operates power and hand tools.

Maintains order and cleanliness of storage areas.

Performs basic carpentry, painting, electrical and plumbing work.

Performs preventive maintenance, cleaning, and light repair of custodial equipment on a regular basis. Includes emptying and/or cleaning filters of cleaning equipment after each use.

Returns supplies, equipment and tools to their designated places after each use.

Assists in tracking and keeping inventories of custodial supplies; submits reordering requests to Facilities Lead Worker or Finance & General Services Director in a timely manner.

Provides assistance to staff in moving furniture; assists in moving and reassembling modular office furniture.

Drives a delivery van and oversees maintenance of same.

Performs transportation duties as assigned. Loads and unloads Library mail, collections, supplies, equipment, donations, etc. to and from the vehicle; assists in transporting items by hand or cart inside/outside the buildings. Assists the Friends of WRL with transporting materials.

Learns proper procedures, standards, methods, tools and equipment of building maintenance trades.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed indoors and outdoors at various Library locations. Requires frequent heavy lifting, climbing, and working at varied heights. Requires the ability to operate, or learn to operate, a variety of hand and power tools and equipment. Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions. Drives delivery van and other Library vehicles to various Library work sites and throughout Williamsburg/James City County.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the techniques of building maintenance.

Ability to learn and use the Library's custodial equipment, materials, repair tools, computer and office machines.

Ability to safely drive, load, and unload a delivery van and other Library vehicles.

Ability to maintain and secure bank deposits and confidential materials.

Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic fashion. Ability to maintain good work habits.

Ability to work under minimum supervision.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Must be in good physical condition, and willing to work in inclement weather.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred; and some experience in general building maintenance desired, including the operation of electric hand tools; or any equivalent combination of acceptable education and experience to provide the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer criminal history and sex offender record check.

Must possess and maintain a valid Virginia driver's license and have an acceptable driving record based upon James City County criteria.

Requires a post-offer physical.

Requires a post-offer drug test.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Facilities Specialist I Position Number: 271
Department: Williamsburg Regional Library Division: Finance and General Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Beeper</u> _____ |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Security alarm systems, HVAC systems, assembling and repair of furniture and
equipment._____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other: _____
- Not essential to job function

- 1 flight
- 2 flights
- 3 or more flights
- Other: _____
- Not essential to job function

- 1-2
- 2-3
- 3-4
- Other: _____
- Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓				✓
Sit			✓					✓	
Walk					✓				✓
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			

Date: October 2008
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