



FACILITIES SPECIALIST SENIOR

275

Jamestown
1607

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

NATURE OF WORK:

Plans, schedules, and leads in-service maintenance, repair, and minor construction work for structural components of Library buildings; and coordinates with contractors for work performed by contract.

Performs highly skilled work involving the general maintenance, repair renovation, and minor construction of Library buildings, including necessary carpentry, plumbing, roofing, and painting work.

Work is performed under the general supervision of the Finance and General Services Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, designs, estimates, and performs minor construction and renovation projects for County buildings to include wall framing and insulating; installation and finishing of gypsum wallboard; installation of doors and windows, with all necessary locks and hardware; installation of suspended ceilings; installation of various trim, molding, and cove base; painting; and installation of carpet, ceramic, or vinyl floor tile, or ceramic wall tile.

Performs a variety of plumbing maintenance or repair tasks including elimination of blockages; repair or replacement of faucets, valve stems, shower heads, or commodes; repair of various flush mechanisms installation of in-line filters; and replacement or repair of damaged PVC or copper pipe.

Paints various building surfaces with appropriate paint type; following necessary preparation of wood, sheetrock, concrete, or concrete block surfaces.

Performs other building repairs including locksmithing, cabinetry, Formica, shelf fabrication, furniture assembly, picture hanging, gluing, and caulking.

Repairs leaks in shingle or membrane roofs through replacement of roof sections or application of appropriate caulk.

Re-configures or rearranges modular furniture components.

Assists HVAC contractors as needed in the installation or replacement of equipment.

Directs the work of subordinate staff in cooperation with the Finance and General Services Director.

Arranges for the purchase of necessary supplies, materials, tools, and equipment.

Coordinates with contractors and staff concerning outside contract installations, repairs or maintenance.

Coordinates with all departments and co-workers any repairs or maintenance that cannot be done during regular working days and schedules it as necessary to be completed.

Acquires necessary permits for work to be done to ensure work is completed in accordance with local County codes.

Responds to emergency, after hours, calls for security issues or building repairs.

Assists the Finance and General Services Director in the development and administration of the department budget and expenditure control.

Recommends personnel actions such as hiring, performance appraisal, training, counseling, or discipline.

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:

Work is performed primarily indoors and outdoors at various Library facilities and requires frequent lifting, climbing, working at varied heights, and operation of a variety of equipment and hand power tools.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of effective safety standards, practices, and techniques pertaining to general maintenance and construction work.

Thorough knowledge of the safe and effective use of hand and power tools and other equipment required in the maintenance of buildings.

Ability to diagnose problems and to repair or replace a wide variety of interior and exterior building components.

Ability to read and interpret blueprints.

Ability to make minor repairs and adjustments to equipment.

Ability to learn Library policies, procedures, rules, and regulations.

Ability to exercise independent judgment and make independent decisions; and to competently plan and lead the work of subordinate and collateral employees.

Ability to work harmoniously with other employees and the general public in an effective and courteous manner.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

High school diploma, or equivalent; preferably supplemented by vocational, technical or trade school training in carpentry or related building trades; and four years of related work experience in carpentry, electrical, and plumbing trades; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

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

Requires a post-offer physical and drug test.

Requires a Virginia State Police Criminal History and Sex Offender Record Check.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Facilities Specialist Senior Position Number: 275
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

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 checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" 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: Assembling furniture, equipment, and maintenance tasks

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.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input checked="" type="checkbox"/> Other A-frame roof hatch ladders | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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