



TITLE: Facilities Lead Worker/**Position No.** 275

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

SUPERVISED BY: Finance and General Services Director

NATURE OF WORK:

- Under the general supervision of the Finance & General Services Director, the Facilities Lead Worker plans, schedules, and leads in-service maintenance, repair, and minor construction work for structural components of Williamsburg Regional 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.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, designs, estimates, and performs minor construction and renovation projects for library 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 and wall tile.
- Performs a variety of plumbing maintenance or repair tasks including elimination of blockages; repair or replacement of faucets, valve stems, 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; follows necessary preparation of wood, sheetrock, concrete, or concrete block surface.
- Performs other building repairs that include 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. Reports issues to City or County authorities.
- Reconfigures 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 & 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 divisions 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 City and County codes.
- Responds to emergency, security, or building issues, before and after regular working hours.
- Assists the Finance & 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.
- Ensures that work is performed safely in accordance with departmental safety procedures and the County Safety Program.
- Operates equipment safely and reports any unsafe work condition or practice to supervisor.
- Performs other duties as required.

JOB LOCATION, CONDITIONS, AND EQUIPMENT OPERATED:

- Duties are performed indoors and outdoors at various Williamsburg Regional Library locations. Requires frequent lifting, climbing, working at varied heights, and operating a variety of equipment and hand power tools. Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of effective safety standards, practices, and techniques pertaining to general maintenance and construction work.
- Ability to diagnose problems and to repair or replace a wide variety of interior and exterior building components.
- Ability to read and interpret blueprints.
- Thorough knowledge of the safe and effective use of hand and power tools and other equipment required in the maintenance of buildings.
- Ability to make minor repairs and adjustments to equipment.
- Ability to learn library policies, procedures, rules, and regulations.
- Ability to exercise independent judgment, make independent decisions, and to competently plan and lead the work of subordinate and collateral employees.
- Ability to work harmoniously with other staff members and the general public in an effective and courteous manner.
- Ability to follow oral and written instructions.

QUALIFICATIONS, CERTIFICATIONS, AND SPECIAL REQUIREMENTS:

- 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 necessary knowledge, abilities, and skills as cited above.

NECESSARY SPECIAL QUALIFICATIONS:

- Must possess a valid driver's license and have an acceptable driving record based on James City County's criteria.
- Requires a post-offer physical with drug screen and criminal history records check.
- Requires the ability to travel among various library and other sites.

WORK SCHEDULE:

- Full-time, non-exempt position; 40 hours per week; includes some evenings and weekends. Must be available for emergency, security, or building issues, before and after regular working hours.

Date Prepared: January 2007

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