

# Loutit District Library

## Job Description

**Job Title:** Building Services Technician

**Reports to:** Library Director

**Job Summary:**

*The position of Building Services Technician is a skilled position. Under the supervision of the Library Director, this position leads the day-to-day activities of the Building Services Department, and performs a wide variety of duties related to the safe and efficient operation of the library building and grounds.*

**Primary Responsibilities:**

- Performs preventative and routine maintenance as required on the library building, equipment, and furniture.
- Proactively monitors facility conditions. Gathers, compiles, and interprets data related to the library building and its functions.
- Notifies the library administration of any needed major repairs or additions to building operating systems in a timely manner.
- Coordinates services of outside vendors in partnership with library administration. Maintains contracts and coordinates vendor visits, ensuring internal repair lists are prioritized and completed.
- Oversees and manages communication and direction with the library's cleaning contractor.
- Requests, tracks, and maintains needed supplies and equipment. Discerns appropriate materials and procures them within budgetary constraints.
- Ability to finish projects with visual appeal and functional use.
- Performs minor building repairs such as plumbing, dry wall repair, painting, staining, and sealing as needed.
- Assists with the moving and set-up of offices and equipment. Assembles furniture and equipment as needed.

- Assists staff with the set-up of meeting rooms as directed.
- Cleans and restores building interior and exterior as needed.

**Secondary Responsibilities:**

- Participates in staff meetings and trainings.
- May attend local, regional, and state workshops and conferences.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Demonstrates proficiency in the proper use of manual and power tools commonly used in the maintenance construction trades. Ability to perform basic equipment repair.
- Demonstrates a working knowledge of the maintenance construction trades, including: basic plumbing, electric, HVAC systems, carpentry, painting, drywall repair, etc.
- Strong adherence to safety guidelines and practices with a proper sense of urgency when necessary.
- Ability to read and interpret blueprints, engineering and architectural drawings, and specifications. Familiarity with Materials Safety Data Sheets. Possesses basic mathematical skills to perform routine calculations.
- Physical ability to lift objects, materials, and equipment up to 50 lbs., with or without mechanical or other assistance.
- Possesses basic computer literacy skills. Familiarity with Microsoft Office and Google suite.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.
- Ability to work with minimal direction and effectively communicate with library staff regarding project needs, capacity, and follow-up.

**Requirements:**

- High school diploma or equivalent.
- Two or more years of maintenance experience in a large facility.
- Flexible schedule including evenings and weekends. Ability to be on-call for building-related emergencies as needed.
- Possesses and maintains a valid Michigan driver’s license.

**Working Conditions:**

- Climate-controlled building with occasional maintenance of building exterior. May work off campus in a variety of environments.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Supports an equitable, safe, diverse, and inclusive workplace.
- Tools needed will be provided by the library. Any additional tools needed may be purchased upon approval of supervisor.

**Reporting Relationship:**

Reports to Library Director. In absence of that person, reports to the Person in Charge.

*The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Approvals:**

_____	_____	_____
Executive Director	Date approved	Date reviewed

_____	_____	_____
District Library Board	Date approved	Date reviewed