

# Position Profile



Delaware  
County District  
Library

Delaware • Ostrander • Powell • Orange

**Non Exempt  
Pay Range: 103**

## **Facilities Specialist**

### **Summary of Job Responsibilities:**

Oversees the general maintenance and upkeep of all library facilities.

### **Minimum Qualifications:**

- High School diploma or equivalency.
- Previous maintenance experience preferred.

### **Knowledge, Skills and Abilities:**

- Ability to work days, evenings, and weekends.
- Strong oral and written communication skills.
- Works well individually and as part of a team.
- Flexibility and adaptability.
- Problem solving skills.
- Attention to detail.

### **Duties and Responsibilities:**

- Maintains safety of all library buildings, grounds and furnishings.
- Coordinates service of contract and maintenance workers.
- Performs basic maintenance tasks.
- Attends regular staff and committee meetings.
- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Customer Service Expectations

*Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.*

### **Working Conditions:**

- All library positions require constant physical activity, including standing, walking, reaching and grasping.
- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.

- Requires working in inclement weather.
- Requires frequent climbing of ladders.

Employee Acknowledgement: I have read this job description and had the opportunity to ask questions.

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Employee

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Date



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