

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Maintenance Worker**

Dept: **Facilities Management Services**

Reports to: **Facilities Maintenance Supervisor**

Effective Date: **Revised January 2019**

Job Code Number: **10658**

Grade Number: **12, Represented**

FLSA Status: **Non-exempt**

General Position Summary:

Provide preventive maintenance and repairs to buildings so that they are structurally sound, safe, free from health hazards, comfortable and appealing. Provide routine maintenance and repair to the library automated equipment. Operate hand and power tools and other machinery in a safe and efficient manner. Assure that services provided meet established objectives, quality standards and schedules.

Essential Functions/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Inspect facilities, perform routine or preventive maintenance, and repair as needed. This includes, but is not limited to: painting, wall repair, lamp replacement, moderate plumbing, electrical and other mechanical repairs.
2. Complete work orders assigned involving more extensive repair. For some positions, these responsibilities are part of the responsibilities associated with the incumbent's established route, and for others, work orders are assigned on a project-by-project basis.
3. Perform preventive maintenance and minor repairs on Automated Material Handling (AMH) system, Tote Kings and associated equipment. This includes, but is not limited to: lubricating, cleaning, diagnosing and replacing system parts, and adjusting belts using specialized tools.
4. Respond to emergencies and provide temporary or lasting repairs as the situation dictates.
5. Keep parking lots free from debris (and snow/ice when necessary) and other obstacles that detract from visual appeal or contribute to safety hazards. Maintain a clean and safe entry to libraries by leaf blowing, snow removal and curb painting.
6. Operate hand and power tools and other machinery in a safe and efficient manner.
7. Perform work safely and comply with state and federal safety regulations.
8. Continuously evaluate the condition and performance of equipment used and perform preventive maintenance and make repairs as needed.
9. Drive vehicles to various locations within the KCLS service area.
10. Attend required training sessions.

Secondary Functions:

1. Perform other related functions such as hanging banners and moving furniture and shelves.

2. Assist with preparing libraries for closing and reopening for non-routine operations.
3. Perform other related duties as required or as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Adaptability and Flexibility

Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED, supplemented by training in construction or facilities work.
- The position requires that the job incumbent have a strong maintenance generalist background, which is typically gained through 4 years of practical experience. The completion of a maintenance apprenticeship or certification program could reduce the number of years of experience required.
- Classroom and on-the-job training to learn specialized functions.

SPECIAL REQUIREMENTS

- Valid Washington State driver's license and be an insurable driver by KCLS.
- Must obtain vehicle, equipment operator certifications as designated, such as pesticide operator certification.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is on feet all day and up to constantly with frequent alternating of standing and walking. Frequently reach out with hands and arms and over shoulder, frequent neck and waist twisting. Constantly using hands to grasp objects, supplies and materials. Frequently bending and squatting and occasionally kneels. Will seldom crawl to access crawlspaces will frequently climb ladders. The employee will seldom lift up to 100 pounds and occasional lift up to 50 pounds, frequently 20 pounds and constantly up to 10 pounds. Will push/pull carts and various items occasionally using light to moderate force.

WORK ENVIRONMENT

Work is performed both indoors and outdoors and in weather extremes. The position requires extensive driving from facility to facility, working in high/precarious places and tight quarters, working near moving mechanical parts including operating high-pressure equipment and some exposure to electric shock. Regularly exposed to chemicals and solvents. The job incumbent rotates on-call status with co-workers and responds to maintenance emergencies. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

Advancement Possibilities:

Facility Maintenance Supervisor
Facilities Specialist

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR