



# Employment Opportunity

## Facilities Maintenance Technician

### Part time (12 hours per week)

Central Services, St. Peters, MO

We are seeking a part time Facilities Maintenance Technician to support our branches, administration building, book mobile and offsite warehouse (locations are across St. Charles County). The Facilities Maintenance Technician plays an integral role in ensuring our facilities remain in ideal operating form.

This position provides routine and preventative maintenance services as well as responding to emergency maintenance requests to all St. Charles City-County Library facilities. Duties consist of, but are not limited to maintaining the interiors and exteriors of buildings, as well as all building systems and vehicles. This position also provides deliveries and light custodial services throughout the Library, as needed. In this position you will respond to work order requests and be self-directed based on the condition of the facilities and building systems upon arrival at each location. This position is expected to recognize, address and/or report areas of concern related to cleaning, safety hazards, building security and maintenance issues to include using ladders, climbing on roofs and inspecting lighting. This position takes after hour calls for service as needed.

#### Requirements:

- General and semiskilled maintenance skills
- Ability to schedule workload to meet deadlines
- Deliberate attention to detail
- Strong interpersonal skills, including verbal and written communication
- Use of a computer and an automated work order system
- Related experience in maintenance of a commercial building preferred
- High School Diploma or GED required and post-secondary certification is a plus

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Pay rate starting at \$15.72 and up to \$20.98.

Schedule: Saturday 9:00am-5:00pm and Sunday 1:00pm-5:00pm

Advertised schedule may change based on the operational needs of the Department. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

For immediate consideration send a cover letter and updated resume along with a completed [SCCCL Application](#) to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), or mail to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376 by priority deadline of **Monday, April 8, 2024**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

*The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status*

*3/29/24-4/8/24*

**Please see the following job description for more information.**

**Description Number:** 104  
**Position Title:** Facilities Maintenance Technician  
**Salary Grade:** 10  
**FLSA Classification:** Nonexempt  
**Reports To:** Facilities and Logistics Manager  
**Revision Date:** 08.11.2022

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### **Position Summary**

Maintain the day-to-day operations and physical assets of the branch under the direction of the Facilities and Logistics Manager. Perform a variety of general duties including repairs, maintenance, cleaning, and driving a Library vehicle to transport materials, furniture, equipment and supplies.

### **Essential Functions**

1. Complete all maintenance service requests as assigned.
2. Monitor and maintain all building systems as assigned.
3. Maintain exterior surroundings of facilities.
4. Responsible for alerting the Facilities and Logistics Manager of any unusual occurrences and/or damages that have taken place or that may occur.
5. Maintain a professional courteous manner with all customers, vendors, contractors, and fellow employees.
6. Ensure safety standards are used, which comply with all Library, Local, State and Federal guidelines.
7. Follow established Library policies and procedures.
8. Perform routine security duties related to the security system.

### **Duties**

1. Perform a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical and mechanical systems. etc.).
2. Perform regular preventive maintenance on equipment and facilities.
3. Assemble furniture and other wood and metal structures.
4. Monitor building systems such as: outdoor lights, outdoor sprinklers, building alarms.
5. Inspect HVAC units and filters. Clean AC vents as needed.
6. Inspect light fixtures, clean covers and replace bulbs or ballasts.
7. Inspect emergency response equipment; defibrillators, fire extinguishers for functionality.
8. Ensure exterior surroundings are neat and clean; collect litter, rake leaves, trim shrubs, remove snow, sweep entrances, and wash windows.
9. Work with contracted service providers when issues arise.
10. Deliver materials and transport furniture, equipment and supplies throughout the Library.
11. Maintain Library van, tools, and other equipment in good working order. Transport a variety of tools and supplies to perform work at the various locations.
12. Respond to emergency calls during and after hours as directed by the Facilities and Logistics Manager.
13. Update the work order system.

### **Skills**

1. General and semiskilled maintenance skills.
2. Effectively and safely operate a variety of tools and equipment.
3. Understand and follow oral and written directions.
4. Establish and maintain cooperative and effective working relationships with others.
5. Meet schedules and timelines.
6. Perform physical labor and lift heavy objects.
7. Observe legal and defensive driving practices.

### **Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Work is to be performed while standing, sitting and/or walking.
2. Sufficient ability to communicate effectively using speech and hearing.
3. Sufficient vision to perform detailed work or read small print.
4. Requires bending, squatting, crawling, climbing and reaching.
5. Requires the ability to lift, carry, push or pull up to 75 pounds.

### **Education and Experience**

1. High school diploma or equivalent. Post-secondary certificate is a plus.
2. Requires strong verbal and written communication skills.
3. Requires use of a computer and an automated work order system.
4. Related experience in maintenance of a commercial building preferred.
5. Valid Missouri Class E Driver License

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.