



**Job Description**  
**Gallia County District Library**  
**Dr. Samuel L. Bossard Memorial Library**

**Position Title:** Facilities and Grounds Assistant  
**Department:** Facilities and Grounds  
**Job Classification:** Non-Exempt  
**Immediate Supervisor:** Facilities and Grounds Manager

**Position Description:**

Under the supervision of the Facilities and Grounds Manager, the Facilities and Grounds Assistant assists in ensuring that the physical facilities, grounds, and vehicles owned by the library support the delivery of responsive community service, and are adequate, safe, and hospitable for customers and staff.

**Minimum Qualifications:**

- High School Diploma or equivalent required, preferably supplemented by vocational, technical, or trade school training in building trades and considerable experience in general building maintenance and repair; **OR**
- Any equivalent combination of acceptable education and experience providing the knowledge, abilities, and duties as outlined in this job description.

**Other Requirements:**

- A valid, state-issued driver's license and safe driving record is required to operate the library-owned vehicle.
- Must have access to a vehicle.
- Must pass successful background check.

**Essential Functions and Responsibilities:**

*Maintains overall order and cleanliness of all library property by performing maintenance duties including, but limited to, the following:*

- Performs opening and closing procedures.
- Sweeps, mops, and buffs floors.
- Vacuums and cleans carpeting and resilient flooring.
- Dusts and cleans furniture, woodwork, shelving, fixtures, and equipment.
- Cleans all areas of library facilities including, but not limited to, hallways, stairways, rooms, offices, floors, walls, ceilings, windows, office equipment and furniture, light fixtures, public and staff restrooms, staff lounge/kitchen, and public desk areas.
- Stocks public and staff restrooms.
- Replaces lights by using ladder; adjusts shades and blinds.
- Paints and/or wallpapers interior walls and miscellaneous components.
- Assists Facilities and Grounds Manager with repairs at library's rental unit.

- Empties and/or cleans filters for HVAC units, when applicable.
- Observes and reports needed repairs to supervisor.
- Retrieves book drop as needed.
- Performs general lawn care, including mowing, edging, trimming, raking, seeding and watering.
- Performs general landscaping work, including mulching, trimming, watering, planting and maintaining flowers and shrubbery.
- Responds to fire and security alarms in the event that the supervisor or Library Director is unavailable.
- Keeps parking lots and entry ways clean and free of debris, leaves, trash, ice, and snow.
- Removes trash from library facilities and grounds.
- Maintains order and cleanliness of work area(s), garage, building, and storage areas, with a focus on safety.
- Provides preventative maintenance, cleaning, and corrective maintenance (repairs) on all library-owned buildings, vehicles, and equipment.
- Returns supplies, equipment, and tools to their designated places after each use.
- Tracks and keeps inventories of custodial supplies; submits reordering requests to supervisor in a timely manner.
- Documents departmental activity, as requested.
- Provides assistance to staff in moving furniture and assembling office furniture.
- Assists in transporting items by hand or cart inside and/or outside the library building(s).
- Assists in training new facilities and grounds staff, when requested.
- Attends outside meetings, when requested and required.
- Assists in set-up and tear-down of library programming areas.
- May participate in library-wide committees or projects.
- Performs job safely in accordance with library safety procedures.
- Adheres to the proper chain of command, supporting and enforcing all library policies, OSHA/PERPP regulations, health and safety regulations, and guidelines.
- Consistently presents the library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the library.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software.
- Maintains confidentiality.
- Actively supports library goals and objectives as adopted by Library Administration and the Library Board of Trustees.
- Performs other tasks as needed and required.

**Knowledge, Skills, and Abilities:**

- Working knowledge and skill of facility and grounds maintenance.
- Knowledge of standard safety rules, including fire prevention.
- Ability to provide own transportation to work, as required.
- Knowledge of preventive maintenance procedures.
- Ability to work in high spaces (including roof of facilities).

- Ability to determine proper tools to use in performance of the job and safely operate various maintenance equipment and tools, including various hand-held power tools, welding equipment, lawn equipment, grounds maintenance equipment, snow removal equipment, etc.
- Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic fashion.
- Ability to work under minimum supervision.
- Ability to apply advanced organizational, problem solving, and analytical skills.
- Ability to recognize emergency situations and act accordingly.
- Ability to apply sound judgment, resolve problems, and make effective decisions.
- Skill in organizing and prioritizing multiple tasks.
- Skill in exercising an advanced level of initiative, judgment, discretion and decision-making to integrate organizational priorities, meet deadlines, and achieve objectives.
- Ability to follow emergency procedures to provide security for the library's patrons and staff.
- Ability to establish and maintain effective working relationships with fellow staff members, vendors, government personnel, and other service providers.
- Ability to read, write, and speak English and communicate effectively and respectfully in both oral and written forms, with library staff, patrons, vendors, and contractors.
- Must follow all library policies, procedures, and guidelines.
- Must model good work habits for others (i.e., limits personal phone calls while on duty; is punctual for work).
- Must be able to work a flexible schedule, including day, evening, and weekend hours, and be available for emergency call-ins during off-time.
- Ability to use the phone and basic office equipment.
- Ability to effectively use a computer in order to read work-related email and perform other assigned tasks.

**Physical Requirements and Work Environment:**

- Work regularly demands heavy physical effort in the handling of materials, boxes, carts, or equipment.
- Regular contact is made with employees, vendors, outside building maintenance services personnel, and the general public.
- Work requires frequent heavy lifting of up to 50 pounds and occasional lifting of up to 100 pounds, ability to move/push/pull up to 100 pounds of weight, and other strenuous physical activities.
- Frequent sustained operation of building and custodial equipment required (including heavy equipment and materials).
- Work includes exposure to chemicals and vapors, debris and dust, hazardous waste products, unpleasant noises, messes, odors, heat and cold, and other uncomfortable conditions.
- Use of cleaning chemicals, repair tools, custodial and other equipment and materials, as required.
- Use of computer and other office equipment, as required.
- Indoor and outdoor work environment in a variety of temperatures and weather conditions.
- Must be able to frequently perform repeated reaching, bending, squatting, stooping, and working from elevated levels (including roof-top levels) and work in confined spaces, as necessary.

- Must be able to safely climb on ladders and use lift equipment to reach roof-level heights.
- Will be required to walk or stand for extended periods of time.
- Ability to sit in a chair at a desk at a computer while checking work-related email and documenting departmental activity.