

LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Clerk
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	January 21, 2015

Position Summary

Supports the maintenance of the facility and equipment to ensure a safe and well maintained facility by performing various maintenance tasks.

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- Set up the training center and other facilities for external and internal events, classes, and meetings.
- Work closely with Executive Office and Communications to execute plans for special events including assisting third party caterers, bartenders, musicians, etc.
- Assist with post-event breakdown and cleanup.
- Replaces batteries, light bulbs and water filters facility wide.
- Daily monitoring of public restrooms; cleans and stocks paper goods as needed
- Walks perimeter of library grounds and monitors for graffiti and trash, reports graffiti if found to Facilities Manager and picks up trash if necessary.
- Monitors complete facility for burnt out light bulbs and replaces when found. If ballasts are burnt out creates document to track and reports to Facilities Manager.
- Meets with contractors and vendors for estimates, repairs or deliveries as requested by Facilities Manager.
- Assists Facilities Manager with staff relocations, library equipment and furniture moves.
- Identifies safety hazards throughout the facility, documents and rectifies situation if possible.

Supports Facility Inventory Control

- Assists with maintaining inventory control spreadsheet
- Assists with tracking inventory of coffee, tea and other items provided for staff in kitchen
- Restocks supplies as needed
- Communicates low volume inventory in a timely manner
- Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Must be mechanically inclined and able to handle small power tools
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

Position Qualifications

Required

- High School diploma or GED
- 1 to 2 years' experience in general clerical work.

Preferred

- Preferred previous experience in facilities maintenance

Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee