

**ALLEGAN DISTRICT LIBRARY  
JOB DESCRIPTION**

**Position:** Facilities Coordinator  
**Part-time/Some benefits:** 30 hours per week  
**Salary Range:** \$10.00-\$16.00  
**Supervised by:** Library Director

**Position Summary:**

Provides a clean and safe environment for the public and staff in the Library by undertaking all custodial duties and minor maintenance. Coordinates and works with maintenance contractors, undertakes and coordinates building and grounds maintenance work.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Cleans and maintains library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for patrons and staff.
- Routinely monitors all facility heating, cooling, fire suppression, and security systems.
- Maintains and/or oversees maintenance of facility systems by contractual arrangements keeping them in proper working condition.
- Maintains contractor files and building documentation.
- Schedules inspections for all facility systems.
- Performs minor and routine building and equipment repairs for the purpose of maintaining the facility and maintenance equipment in safe condition.
- Develops an annual maintenance, materials and supplies budget for the facility, including cleaning supplies and paper products.
- Orders and maintains inventory of all cleaning and maintenance products.
- Maintains and manages the library MSDS database
- Undertakes and coordinates snow removal of sidewalks (shoveling, snow blowing, salting).
- Undertakes and maintains grounds and lawn maintenance (mowing lawn, plant care).
- Coordinates and/or undertakes landscaping and gardening.
- Organizes and maintains a tool and supplies inventory for the proper maintenance of the facility.
- May assist staff in meeting room and event set-up.
- Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Requirements include the following:

- A high school diploma or equivalent experience.
- Minimum three years prior experience maintaining a commercial facility of similar size (20,000 sq. ft.)
- Ability to use hand tools, handle cleaning supplies, operate snow blower, and operate lawnmower.
- Ability to work outside in cold temperatures maintaining sidewalks.
- Ability to safely use commercial/industrial cleaning chemicals.
- Excellent public service attitude.
- Attention to detail and pride in work.
- Ability to follow instructions and respond to management direction.
- Ability to effectively communicate orally and in writing.
- Basic computer skills.
- Ability to maintain accurate and organized reports.
- Ability to respond to building emergencies outside of regularly scheduled hours.
- Ability to work independently with minimal supervision.
- Knowledge of the practices that contribute to sound facilities and equipment maintenance.
- Ability to work a varied schedule including early mornings, nights, and weekends.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Regularly required to communicate with others in writing.
- Regularly required to lift and/or move items 50-100 lbs.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance and sit.
- Regularly required to work safely in an environment containing chemicals, cleaning materials, and dust.

Allegan District Library (ADL) is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristics that are protected by state or federal law. If requested in advance, and in compliance with the Americans with Disabilities Act, ADL will provide reasonable accommodations to applicants in need of accommodations, so as to permit access to the application, interviewing, and selection process.