

FACILITIES TECHNICIAN

Department:	Administration	FLSA Status:	Non-Exempt
Reports To:	Director of Operations	Job Group:	Full-time
Supervises:	N/A	Primary Location	Whitestown
Updated:	January 2024	Pay Range:	\$21.00-\$25.00

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Whitestown Branch.

POSITION OVERVIEW:

The Facilities Technician will play a part in the efficient operation, maintenance, repair, and upkeep of the Library, ensuring a safe and inviting environment for our patrons. This individual will oversee various aspects, including safety equipment and systems, building management systems, landscaping, and custodial duties.

KEY RESPONSIBILITIES:

- Respond promptly to and address all facilities tickets.
- Conduct daily cleaning of public areas as needed.
- Share responsibility for responding to security calls at all hours.
- Plan, organize, and direct contracted facilities/custodian staff and tradespeople in maintenance, repair, landscaping, and custodial operations.
- Implement and monitor cost reduction and energy efficiency initiatives.
- Assist in renovation, construction, and maintenance projects across multiple domains, including electrical, plumbing, HVAC, security, and more.
- Manage contract negotiations with outside contractors to ensure cost-effective facility management.
- Facilitate the transfer of library materials between different locations.
- Contribute to long-range plans for the repair and maintenance of Library facilities.
- Collaborate with the Director of Operations to develop specifications for contracted services.
- Additional duties as assigned.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES

- **Required:**
 - Minimum 3 years of experience in facilities management in building trades, construction, or comparable facilities.
 - Proficiency in using maintenance tools and equipment, familiarity with building management systems.

- Understanding of and adherence to relevant safety regulations, building codes, and standards.
- Must be at least 21 years of age.
- Hold a valid driver’s license that is in good standing (or have ability to obtain one within one month of hire).
- Able to successfully pass a standard criminal background and driving record check.
- **Preferred:**
 - Bachelor’s degree in facility management, mechanical engineering, architecture, or related field with an emphasis on mechanical disciplines and building operations.
- **Physical Demands:**
 - Work is conducted both indoors and outdoors. This position requires physical demands, including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighing up to 50 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the above job description for the Hussy-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities, and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			