GARLAND COUNTY LIBRARY
Position Description

JOB TITLE: Facilities Coordinator

Exempt(Y/N): No  DEPARTMENT: County Library
DATE PREPARED: December 2022  SUPERVISOR: Design/Facilities Manager

SUMMARY: Under the supervision and direction of the Design and Facilities Manager, the Facilities Coordinator is responsible for all general property maintenance, custodial services, equipment maintenance, landscaping, and special projects related to facilities maintenance at the Garland County Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs repairs on buildings and components such as doors, furniture, locks, etc.

2. Performs custodial duties including but not limited to mopping, sweeping, vacuuming, dusting, shampooing carpets, and cleaning restrooms.

3. Performs basic electrical work required to replace ballasts, bulbs, and tubes.

4. Assists the Design and Facilities Manager with lawn and landscaping by mowing, raking, mulching, trimming, etc.

5. Researches and makes recommendations for large purchases and repairs to ensure building operations do not malfunction.

6. Assists in meeting room setup/takedown and assists with special programs.

7. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

High School Diploma and a valid Arkansas Driver's License are required.

OTHER SKILLS and ABILITIES:

The person in this position must possess good communication skills, interpersonal skills, and the ability to interact effectively with colleagues and diverse groups and individuals in a friendly manner.

Must possess the ability to plan, organize, perform, evaluate and/or delegate work assignments with initiative and judgment independently or with minimal
supervision. Must possess critical-thinking, problem-solving, decision-making, and mediation skills and techniques.

**ADDITIONAL REQUIREMENTS:**

Job requires a broad spectrum of work hours including weekends, evenings, and holidays. Hours are flexible. Some travel may be required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle, or feel objects, reach with hands and arms; stoop, kneel, or crouch, and talk or hear. The employee is occasionally required to climb, balance, and/or sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

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

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*