

## LARAMIE COUNTY LIBRARY SYSTEM JOB DESCRIPTION

<b>Job Title</b>	<b>FLSA Status</b>
FACILITIES ASSISTANT SUPERINTENDENT	NON-EXEMPT
<b>Division</b>	<b>Pay Grade</b>
ADMINISTRATIVE SERVICES	29

### JOB SUMMARY

The primary responsibility of the person in this position is to assist the Facilities Superintendent with the organization, management and effective functioning of the Facilities Unit of the Laramie County Library System (LCLS). The person in this position ensures that all library facilities and grounds are maintained in a safe, clean and attractive manner throughout the LCLS. Responsibilities include coordinating and completing routine maintenance (painting, minor building and equipment repairs, grounds keeping, etc.) and housekeeping activities for LCLS. The major activities occur at the Cheyenne facility, but duties also encompass the Burns Branch Library, the Pine Bluffs Branch Library, the bookmobile and other motor vehicles.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs exceptional customer service. As the first, and sometimes only, person that a patron may be in contact with, customer service is a very important aspect of all library positions.
3. Provides leadership for Facilities employees and models appropriate library service to internal and external customers.
4. Utilizes effective and thorough communications skills to ensure that the unit functions as an integral part of LCLS.
5. Understands and is able to do preliminary troubleshooting of LCLS technology. Utilizes computers and software applications that relate to facilities operations and service to the public, online controls for HVAC, LCLS materials sorting system, elevators, etc. Ensures that Information Technology Services employees, or the appropriate contractor, are informed when a problem with a piece of equipment cannot be corrected and follows up to ensure that problems are resolved in a timely manner.
6. In consultation with the Facilities Superintendent this person plans, coordinates, supervises and performs the following activities:
  - a. Monitoring, inspecting and maintaining HVAC systems to ensure components and controls are running effectively and efficiently
  - b. Troubleshooting HVAC systems when problems arise
  - c. Monitoring and maintaining lighting and plumbing systems
  - d. Minor building repairs and modifications (i.e. carpentry, painting, landscaping, etc.)
  - e. Maintenance and minor repair of concrete within the perimeter of each property
  - f. Maintenance, repair and service to small equipment, such as lawn mower, snow blower, etc.
  - g. Maintenance, repairs and service to vehicles
7. Assists the Facilities Superintendent in supervising maintenance activities to ensure tasks are completed properly and on time.

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8. Responsible for ensuring check lists for regular maintenance activities are updated or created as needed. Monitors completed check lists for all routine tasks. Coordinates weekly, monthly, quarterly and yearly routine maintenance tasks by noting assignments in the scheduling software for all facilities employees.
9. Ensures that the Laramie County Library in Cheyenne is ready to open to the public on time as scheduled.
10. Coordinates maintenance activities with bookmobile and branch employees as necessary.
11. Completes meeting room set-ups as requested by library event planners and Library System and Foundation Administration.
12. Schedules and participates in seasonal activities such as lawn care, gardening, snow removal, roof cleaning, line painting in parking lot, etc.
13. Carries out day-to-day, indoor and outdoor cleaning activities per the appropriate checklist. Activities include but are not limited to: dusting; vacuuming; washing windows and doors; cleaning bathrooms; removing gum and spots from carpeting; and cleaning things such as tables, work surfaces and light fixtures. Performs similar work outside.
14. Assists in the development, recommendation and implementation of procedures to ensure that Federal, State, and local building safety regulations are adhered to in the use and operation of library facilities.
15. Assists in the development, recommendation and implementation of short and long range planning relating to the maintenance of facilities, grounds and vehicles.
16. Regularly maintains and schedules repairs of the Laramie County Library System’s vehicles, including washing of vehicles. Makes sure all warranty issues and schedules are followed and adhered to.
17. Moves, erects, cleans and maintains furniture, equipment and modular offices.
18. Coordinates and runs errands around town, branch courier trips to Burns and Pine Bluffs and handles some outgoing mail.
19. Works Greeter Desk as assigned.
20. Performs other related and necessary duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor’s Degree in Facilities Management, Business Administration or similar field and
- 2 years of relevant experience or
- The equivalent combination of education and experience

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Licensure or certification in one of the construction trades (electrician, plumber, HVAC, etc.) preferred

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- Must have a current driver’s license valid in the State of Wyoming or the ability to obtain one within six months of date of hire
- Proficiency with a variety of software programs and systems related to the operation of the library including word-processing, calendaring/scheduling, e-mail
- Ability to speak, read, comprehend and write the English language
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Ability to work flexible work schedules including weekends and holidays

**REPORTING RELATIONSHIPS**

Reports to: Facilities Superintendent

Supervises: Volunteers

**PHYSICAL EFFORT AND WORKING ENVIRONMENT**

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files and/or stacks of material from one location to another and work outside in all types of weather.

**DATE CREATED 2/2022**