



ROUND LAKE AREA PUBLIC LIBRARY
Facilities Associate II

JOB TITLE		DEPARTMENT	SALARY
Facilities Associate II		Maintenance	\$20.76 – \$26.17 hourly, depending on qualifications
CLASSIFICATION	SCHEDULE	REPORTS TO	
Full-Time Non-Exempt	Full-time, 37.5 hours per week, occasional morning, afternoon, evening, and weekend hours.	Facilities Manager	

POSITION SUMMARY:

The Facilities Associate II position is responsible for cleaning, repairing, and maintaining the library building, grounds, facilities, and related equipment. This position performs hands-on janitorial and maintenance duties, including meeting room setup, grounds maintenance, and basic maintenance repairs. This position assists with departmental operations by providing work coordination, staff support, and operational oversight as assigned by the Facilities Manager. The position requires on-call availability outside scheduled work hours and readiness to respond as needed. The Facilities Associate II position reports directly to the Facilities Manager.

REQUIREMENTS:

- High school diploma or G.E.D. required
- 2–4 years of janitorial and maintenance experience, preferably in a library setting
- Experience with cleaning, general building maintenance, and repair, including plumbing, electrical, carpentry, and painting
- Ability to safely operate tools, equipment, and machinery
- Basic computer skills and ability to use maintenance tracking and scheduling systems
- Valid driver’s license required
- Must not have any felony convictions or serious misdemeanor offenses
- Ability to safely lift and carry up to 60 pounds and push or pull wheeled items up to 125 pounds
- Ability to bend, stoop, reach, climb, and perform repetitive manual tasks
- Ability to safely climb and work from ladders up to 12 feet high
- Physical strength and dexterity to move furniture and operate standard maintenance, carpentry, and janitorial tools
- Ability to work indoors and outdoors in varying weather conditions and temperature extremes
- Ability to perform tasks requiring handling, grasping, and fine motor skills

QUALIFICATIONS FOR APPOINTMENT:

- Previous supervisory experience preferred

ESSENTIAL FUNCTIONS

- Standard responsibilities:
 - Clean interior and exterior library facilities using standard and power cleaning equipment
 - Set up meeting rooms according to daily event specifications and operational needs
 - Assist with snow and ice removal for parking lots, sidewalks, book drops, and staff/patron walkways
 - Set up, arrange, move, and relocate furniture, shelving, displays, and audio-visual equipment as needed
 - Investigate, prioritize, and respond to work orders and maintenance requests using a ticketing system
 - Receive, distribute, and route incoming supplies, materials, equipment, and paperwork promptly
 - Order and maintain custodial and maintenance supply inventory levels
 - Run errands on behalf of the Library as needed
 - Investigate and assist with vehicle repair and maintenance
- Minor building maintenance, repair, and preventative maintenance tasks:
 - Perform minor plumbing, carpentry, painting, masonry, HVAC, and general building repairs
 - Replace light bulbs, ballasts, switches, outlets, fixtures, and perform basic electrical maintenance
 - Paint, patch, repair, and maintain walls, ceilings, flooring, carpeting, and tile surfaces
 - Assemble, repair, modify, and move furniture, equipment, shelving units, display cases, equipment, and building fixtures and building systems
- Operational Assistance Responsibilities:
 - Assist with daily Maintenance Department operations and serve in the absence of the Facilities Manager or as directed by the Facilities Manager
 - Coordinate and assign work for custodial staff, contractors, vendors, and service providers
 - Conduct facility inspections and report maintenance, safety, and appearance concerns
 - Provide staff training and guidance as needed
 - Maintain maintenance, work order, and inventory records
- Other:
 - Work flexible schedules, including multiple locations and any day of the week
 - Responds to after-hours emergencies and on-call duties, including evenings and weekends as needed.
 - Attend staff, department, and job-related meetings and trainings
 - Perform other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Working knowledge of cleaning procedures, building systems (including electrical, plumbing, HVAC, and mechanical systems), and basic utility operations
- Ability to safely operate hand tools, power tools, maintenance equipment, lawn equipment, chemicals, and solvents in both indoor and outdoor environments
- Ability to manage multiple projects, prioritize work, solve problems, and meet deadlines in a fast-paced environment.
- Ability to work independently and collaboratively, follow directions, adapt to changing priorities, and respond effectively to feedback.
- Ability to represent the Library professionally and establish positive working relationships with staff, patrons, vendors, contractors, and diverse individuals.
- Strong customer service and communication skills
- Ability to work on-call, including evenings and weekends as needed
- Valid driver's license required
- Must provide proof of Hepatitis B vaccination or be willing to obtain the vaccination (provided by the library if needed)

WORKING CONDITIONS

- Work involves exposure to chemicals, dust, grease, noise, vibration, and varying indoor and outdoor weather conditions, including dusty or drafty environments
- Duties may be performed inside, outside, throughout library facilities, or offsite
- Requires adherence to safety procedures and the use of appropriate safety equipment
- Regular use of computers, telephones, and other office equipment
- Ability to move, stand, reach, grasp, and communicate effectively throughout the workday
- Requires close vision and the ability to adjust focus
- Occasional work in crowded public environments with frequent interaction with patrons, staff, vendors, and contractors

BENEFITS

- See benefits sheet.

The responsibilities and tasks outlined in this document must be performed with or without reasonable accommodation and may be adjusted based on the evolving needs of the Round Lake Area Public Library. Employees are expected to uphold the Library's mission, vision, and values, while adhering to all relevant policies and procedures. Reasonable accommodations will be made as necessary to enable individuals with disabilities or other needs to perform the essential functions of the position.