



Union County Library System Job Description

Position: Facilities Coordinator

FLSA: Non-Exempt Hourly (15 hrs/wk)

Status: Part Time

Starting Pay: \$10.00

General Summary:

Under the direction of the Library Director, the Facilities Coordinator organizes, supervises, and participates in the cleaning, maintenance, and repair of library buildings, adjacent walks and grounds, and equipment. Responds to emergency situations, such as power failure, plumbing, heating, or vandalism. The Facilities Coordinator evaluates the effectiveness of all maintenance operations and recommends needed changes to the Library Director.

Primary responsibilities may include:

- Plans work according to standard procedure and by library or maintenance schedules.
- Prepares a systematic approach to the repair and maintenance of the building, grounds, equipment, and related facilities.
- Assigns cleaning and maintenance tasks to custodians.
- Oversees the cleaning of rooms, restrooms, offices, stairways and windows.
- Performs minor carpentry, painting, and plumbing maintenance work.
- Oversees the maintenance and repair of mechanical equipment.
- Arranges with private service firms for the overhaul and repair of equipment.
- Plans and participates in the general cleaning and maintenance work during slack periods.
- Maintains inventory of cleaning supplies, materials, and equipment.
- Prepares budget requests for cleaning and maintenance needs.
- Orders supplies and equipment as needed.
- Performs errands out of building, such as pick-ups and deliveries.
- Responsible for shipping and receiving of library supplies.
- Assists staff in moving and lifting library materials.
- Sets up rooms for use by Library Board and/or private organizations.
- Regularly inspects building, facilities, and equipment.
- Periodically makes security check of building.
- Follows all applicable safety rules and procedures.
- Reports work accomplished to the Library Director.

Important Qualities:

- Required to work in a supervisory capacity, and possess a basic working knowledge of H.V.A.C., fire alarms, and other life safety systems, telephone, and security systems.
- Have training, background, and experiences sufficient to satisfy the expectation described in this job description.
- A working knowledge of building plans, including basic utilities information.
- Knowledge of building cleaning and maintenance work.
- Ability to train and supervise custodians.
- Ability to lift and carry objects weighing from twenty-five to fifty pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.



Union County Library System Job Description

- Easily comprehends written information especially instructions pertinent to duties; follows instructions and all directions with care and commitment.
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds.
- Maintains an excellent public service attitude and is courteous.
- Creates a positive image of the library at all times.
- Must possess and maintain a valid South Carolina driver's license.
- High School Diploma or GED required.

Job applications are available at <https://www.unionlibrary.org/employment>. Interested applicants must submit a Union County Library System Employment Application to jobs@unionlibrary.org or to the Carnegie Library at 300 E. South St. Union, SC 29379.

UCLS is an equal opportunity employer.