

## REPAIR TECHNICIAN

### DESCRIPTION:

Under the supervision of the Facilities Coordinator, responsible for maintenance and repair of all library facilities and equipment at the main library and all Muscogee County branches. Responsible for OSHA and ADA compliance.

### DUTIES AND RESPONSIBILITIES:

1. Inspects and evaluates buildings and equipment which includes electrical, plumbing and mechanical on a regular basis. This includes everything from broken windows, stopped up commodes to air conditioning needs.
2. Repairs door locking and door closing mechanisms.
3. Completes repairs and maintenance as needed.
4. Administers all operations in accordance with OSHA, ADA, and other specified legal documents.
5. Participates in staff development activities.
6. Daily attendance and punctuality is required.

### ADDITIONAL EXAMPLES OF WORK PERFORMED:

1. Maintains service logs and inventory of facilities and equipment.
2. Coordinates with auditing to insure the accountability of all assets.
3. Works with Purchasing/Accounts Payable clerk to prepare purchase orders for facilities and maintenance needs.

### QUALIFICATIONS:

1. Broad knowledge of tools and general repairs
2. Able to read blue prints and wiring schematic.
3. Must have a valid vehicle operator's license.
4. Must not have a problem with heights, such as being on roofs, scaffolding, ladders and mechanical lifts.
5. Must have carpenter experience, some painting experience and some floor covering experience.
6. Must be able to lift materials weighing up to 60 pounds.
7. Ability to work independently.
8. Effective oral and written communication skills.
9. Demonstrates proficiency with computers.
10. Must have reliable transportation for travel to agencies within the system.

### ESSENTIAL KNOWLEDGE AND TRAINING:

1. Experience with hand tools of all types, step and extension ladders, and mechanical personnel lift.
2. Experience and/or knowledge of maintenance practices, and general building infrastructure, equipment, and supplies.
3. Good oral and written communication skills.
4. Strong human relations skills desired. Must be able to work evenings and weekends.

**Note: This job analysis describes the nature and level of assignments normally given to this position. They are not meant as an exhaustive list of duties. Additional related duties may be assigned.**