

Facilities Specialist (Part-Time)

\$16.83/hour + [Part-Time County Benefits](#). Part Time Position Available (20 hours per week)

Part Time hours includes Sunday, 9-1, Monday 9-1, Friday 9-1, and Saturday, 8-5

Williamsburg Regional Library, a nationally recognized, star-rated library, is looking for a public-service focused individual to join our facilities team. WRL contributes to a strong, informed, and resilient community by providing access to resources, programs, and public spaces. WRL delivers outstanding and equitable library services to all members of a diverse region.

The part time Facilities Specialist performs responsible custodial, maintenance, and repair services for Williamsburg Regional Library (WRL) buildings, with a main focus on the delivery of books, mail and supplies, as well as assisting the Lead Facilities Specialist as directed.

WRL offers a collaborative, collegial, and flexible work environment with an emphasis on always adapting to meet the changing needs of our users. WRL is committed to equal opportunity in its employment practices. WRL values diversity and invites applications from all candidates, including those who identify with underrepresented groups.

Responsibilities:

- Drives a delivery van and oversees maintenance of same; performs transportation duties as assigned; loads and unloads mail, collections, supplies, equipment, donations, etc. to and from the vehicle; assists in transporting items by hand or cart inside/outside the buildings; assists with transporting materials.
- Maintains overall order and cleanliness of buildings including, sweeping, mopping and buffing floors; vacuuming carpets; dusting and cleaning furniture, shelves and equipment; washing windows and other glass surfaces; supplying and thoroughly cleaning restrooms; removing trash.
- Performs basic carpentry, painting, electrical and plumbing work; operates power and hand tools; performs preventive maintenance, cleaning, and light repair of custodial equipment on a regular basis including emptying and/or cleaning filters of cleaning equipment after each use.
- Assists in tracking and keeping inventories of custodial supplies; submits reordering requests in a timely manner; returns supplies,

equipment, and tools to their designated places after each use; maintains order and cleanliness of storage areas.

- Aids staff in moving furniture; assists in moving and reassembling modular office furniture.
- Learns proper procedures, standards, methods, tools, and equipment of building maintenance trades.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in general building maintenance desired, including the operation of electric hand tools; Associate degree preferred.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the techniques of building maintenance including cleaning methods and materials; principles and processes for providing customer service including setting and meeting quality standards for services.
- Ability to learn and use custodial equipment, materials, repair tools, computer and office machines; operate, or learn to operate, a variety of hand and power tools and equipment; safely drive, load and unload, a delivery van and other library vehicles; maintain and secure bank deposits and confidential materials; and willingness to understand and efficiently carry out oral and written instructions and to follow through on numerous details in an orderly, systematic fashion; maintain good work habits; work under minimum supervision; establish and maintain effective working relationships with other staff members and the general public.

[Click here](#) for full job description. Accepting application until filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.