

## Facilities Specialist

Competitive Salary DOQ + [Full-Time County Benefits](#).

The Williamsburg Regional Library, winner of the 2018 ELGL silver award for best public library in the United States, is seeking an engaging individual to provide responsible custodial, maintenance, and repair services for Williamsburg Regional Library (WRL) buildings including delivery of mail, collections, supplies, equipment and donations; assists the Lead Facilities Specialist as directed.

### Responsibilities

- 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.
- 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.
- 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's 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 a complete job description. Accepting applications until position is filled.

**Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**