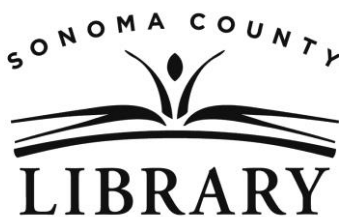


**Tracy Gray**  
*Interim Library Director*  
tgray@sonoma.lib.ca.us

211 E. Street  
Santa Rosa, CA 95404  
(707) 545-0831



#### LIBRARY COMMISSION

Helena Whistler - <i>Chair</i>	Paul Heavenridge
Linda Garcia - <i>Vice-Chair</i>	Thomas Haeuser
David Ebright	Barbara Mackenzie
Reece Foxen	Tim May
Katie Duran	Randall Neff

### Sonoma County Library Announces an Employment Opportunity

#### SENIOR BUILDING MECHANIC – FACILITIES DEPARTMENT 40 HOURS PER WEEK – FULL TIME

#### **THE POSITION:**

Please see the attached job specifications for full details about this position.

This full-time, benefited position plans, oversees and participates in the inspection, repair and maintenance for library infrastructure, systems and facilities throughout Sonoma County; sets priorities for facilities maintenance staff; provides project management for contracted work; and performs related work as required.

#### **TYPICAL TASKS include, but are not limited to:**

- Plans, oversees and performs a wide variety of skilled maintenance, repair, and installation work on the Library's infrastructure, systems, and facilities, including electrical, mechanical, plumbing, carpentry, painting, air conditioning, heating, masonry, glass, security/emergency safety systems, and other mechanical systems
- Directs the work of facilities maintenance support staff and outside contractors to ensure high safety and quality standards
- Prepares formal bid specifications, requisitions, and other documents to procure services, supplies, equipment, tools and materials for various construction projects or other operational needs
- Conducts administrative management duties related to facilities management including maintaining accurate logs and records of work completed, processing work order forms, producing cost estimates for repairs and responding to emails regarding facilities maintenance
- Observes and promotes safe work methods and makes appropriate use of related safety equipment as required
- Responds to after-hours emergencies

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in a skilled building and/or construction trade.

##### **Licenses and Certifications:**

Possession of a valid California driver's license.

## **KNOWLEDGE & ABILITIES:**

### **Knowledge of:**

- Principles and practices of providing lead direction to others, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Principles, practices, tools, and materials for maintaining and repairing assigned Library infrastructure, systems, and facilities, specifically in relation to electrical, mechanical, HVAC, refrigeration, plumbing, carpentry, and painting work
- Safety equipment and practices related to the performance of facilities maintenance
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Library staff

### **Ability to:**

- Manage, oversee and evaluate skilled construction, modification, maintenance, and repair work on assigned infrastructure, facility, and/or system
- Inspect the work of others and maintain established quality control standards
- Read and interpret construction drawings, blueprints, maps, and specifications
- Organize own work, set priorities, and meet critical time deadlines

## **PHYSICAL DEMANDS:**

Must possess mobility to use standard office equipment, including a computer; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders up to forty (40) feet high, to operate varied hand and power tools and construction equipment; to operate a motor vehicle and to visit various Library sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to one-hundred (100) pounds, or heavier weights with the use of proper equipment.

**SALARY RANGES:** \$64,188.80 - \$80,142.40 annually

**CLOSING DATE:** 5:00 pm, Wednesday, October 25, 2017

**HOW TO APPLY:** Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be submitted by the final filing date.

The eligibility list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer



**OCTOBER 2015  
FLSA: NON-EXEMPT**

## **SENIOR BUILDING MECHANIC**

### **DEFINITION**

Under general supervision, provides excellent customer service, plans, oversees and participates in the inspection, repair and maintenance for library infrastructure, systems and facilities; sets priorities for facilities maintenance staff; provides project management for contracted work; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Facilities Manager or an assigned supervisor. Exercises direct and/or general supervision over and provides training to assigned building mechanic and support staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the facilities maintenance series. Incumbents plans, oversees and participates in the inspection, repair and maintenance for library infrastructure, systems and facilities to ensure that Library facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Incumbents are expected to work independently, exercising sound judgment and initiative within defined procedures and policies to determine appropriate action. This class is distinguished from the Facilities Manager in that the latter engages in management level planning, decision making, and has greater authority regarding oversight of the facilities budget.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, oversees and performs a wide variety of skilled maintenance, repair, and installation work on the Library's infrastructure, systems, and facilities, including electrical, mechanical, plumbing, carpentry, painting, air conditioning, heating, masonry, glass, security/emergency safety systems, and other mechanical systems.
- Directs the work of subordinate staff and outside contractors to ensure high safety and quality standards.

- Monitors and reports on the Preventative Program (PM) for all library facilities; creates corrective action plan for repairs needed.
- Processes and prioritizes the work orders for all Library facilities.
- Provides training on the operation and maintenance of specialized equipment, hand and power tools related to the construction, maintenance, and repair of Library facilities.
- Interacts with and assists in coordinating and scheduling Library activities for facilities operations, maintenance, construction, and renovation projects.
- Prepares formal bid specifications, requisitions, and other documents to procure services, supplies, equipment, tools and materials for various construction projects or other operational needs.
- Interprets architectural drawings and specifications; draws plans and schematics as needed for small projects.
- Monitors and analyzes facilities expenses; assists with developing facilities cost projections as required; provides management with information for budget reports, as assigned.
- Coordinates environmental health and safety programs; assists in conducting safety inspections and providing health and safety equipment; maintains records for compliance with government and Library regulations.
- Conducts administrative management duties related to facilities management including maintaining accurate logs and records of work completed, processing work order forms, producing cost estimates for repairs and responding to emails regarding facilities maintenance.
- Observes and promotes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

## **COMPETENCIES**

### **Knowledge of:**

- Principles and practices of providing lead direction to others, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- General management principles and practices, including program development, implementation, evaluation, and project management.
- Basic principles and practices of budget administration.
- Principles, practices, tools, and materials for maintaining and repairing assigned Library infrastructure, systems, and facilities, specifically in relation to electrical, mechanical, HVAC, refrigeration, plumbing, carpentry, and painting work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- The operation and minor maintenance of a variety of hand and power tools.
- Safety equipment and practices related to the performance of facilities maintenance.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Library staff.

### **Ability to:**

- Manage, oversee and evaluate skilled construction, modification, maintenance, and repair work on assigned infrastructure, facility, and/or system.

- Inspect the work of others and maintain established quality control standards.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools and mechanical equipment.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and judgment within narrow policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **QUALIFICATIONS**

### **Education and Experience:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in a skilled building and/or construction trade.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## **PHYSICAL DEMANDS**

Must possess mobility to use standard office equipment, including a computer; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders up to forty (40) feet high, to operate varied hand and power tools and construction equipment; to operate a motor vehicle and to visit various Library sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to one-hundred (100) pounds, or heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Incumbents may be exposed to smoke/fumes/gas, dirt/dust, grease/oil, chemicals, excessive heat/cold, inclement weather, road hazards, and high frequency noise. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

May be required to be on-call and/or work flexible schedules including evenings, nights, weekends, and holidays (in response to an emergency).