



# Job Posting

**Posted:** May 14, 2024

**Closes:** May 21, 2024, at 5:00 pm

## Facilities Assistant

**(FULL-TIME) TEMPORARY**

**Location:** System wide position that may be assigned to any SCPL Branch

### Job Summary:

This position reports to the Manager Facilities and is responsible for all duties related to the cleaning, maintenance and security of library facilities. This position also delivers materials to the library and other facilities in the community. Working as part of a collaborative team environment, will work towards achieving the strategic goals of SCPL.

### Duties and Responsibilities:

1. Customer Service and Access
  - Models and provides service excellence in all interactions with the public and colleagues;
  - Communicates effectively with a variety of audiences and individuals from diverse backgrounds;
  - Performs daily cleaning and general maintenance of plumbing, electrical and carpentry duties at library facilities;
  - Performs maintenance duties for building and furniture and equipment as required throughout the system;
  - Maintains security of the premises including opening and closing of buildings;
  - Assist security contractors as necessary requesting people leave facilities and providing assistance dealing with disruptive people;
  - Prepares meeting rooms for internal meetings or per rental customer specifications;
  - Delivers library materials and other equipment to other Library locations and other facilities in the community, loading and unloading delivery van, setting up equipment for outreach visits;
  - Checks and reports any misuse of the facilities.
  - Monitors automated HVAC systems, adjusting as needed or contacting vendor or Manager;
  - Supports libraries initiatives and projects working with other departments and colleagues to move equipment, furniture, etc. to complete projects;
  
2. Teamwork
  - Participates in team meetings to communicate updates, address concerns, plan services;
  - Works with team members to ensure department workflow is smooth and efficient, sharing information as necessary;

- Fosters and maintains positive work relationships with library staff;
- Contributes to healthy and safe work environment while supporting the Library's mission and values

**Qualifications:**

1. Grade 12.
2. Experience providing excellent customer service.
3. Excellent interpersonal and communication skills.
4. Proficient using power tools, knowledge and experience performing general plumbing, electrical and carpentry projects.
5. Comfortable with technology to access building systems, use Microsoft Office, and other automated systems.
6. Clean Criminal Records Check within 90 days of employment.
7. Valid driver's license, driver's abstract and proof of insurability within 15 days of employment.

**Hours of Work:**

40 hours per week, weekdays, evenings and weekends and may include after-hours to support the work of the Library. Temporary position for 120 days.

**Hourly Rate:**

\$18.733 - \$21.769 per hour (Pay Group 2, January 2024 FT schedule).

**How to Apply:**

Please submit your cover letter and current resume to [hr@myscpl.ca](mailto:hr@myscpl.ca). We thank all who apply. Only those selected for an interview will be contacted.

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes, and work environments. Please advise Human Resources to ensure your accommodation needs under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act are provided through all stages of the recruitment process.