Facilities Assistant

Employee Name: vacant
Department or Unit: EUL: Facilities
Division: EUL
Campus Job Classification / Title: Assistant, Facilities
Campus Job Code: HK32
Campus Pay Grade: 228
FTE [Percentage of Time]: 1.0 FTE (100%)
Type of Appointment: Ongoing
FLSA Status: Non-Exempt

This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.

Name of Direct Supervisor: Marc Hardison
Supervisor's Library Job Title [Functional]: Library Facilities Manager
Supervisor's Campus Job Classification: Facilities Planning Coordinator

University Job Summary Statement
Acts as a liaison with building services and maintenance on facilities, cleaning and maintenance needs. Coordinates and ensures follow-through on day-to-day facilities cleaning and maintenance needs. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Type of Supervision Received
Reporting to the Library Facilities Coordinator, the Facilities Assistant provides day-to-day building and maintenance coordination. General direction is provided by the Library Facilities Manager as needed.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of performance evaluation process.

Type of Supervision Exercised
The Facilities Assistant may supervise student employees.
The chart below outlines the scope of student supervisory authority for the incumbent.

<table>
<thead>
<tr>
<th>Does individual have responsibility for hiring recommendations?</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Does individual have responsibility for work assignments?</td>
<td>Yes</td>
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<td>Does individual have responsibility for performance evaluation</td>
<td>Yes</td>
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<td>Does individual have responsibility for reclassifications/merit increases recommendations?</td>
<td>Yes</td>
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<td>Does the individual have responsibility for recommending the design and redesign of organization structures and for defining and redefining individual roles?</td>
<td>No</td>
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<td>Does individual have responsibility for discipline and discharge?</td>
<td>No</td>
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<tr>
<td>Does individual have responsibility for complaint resolution?</td>
<td>No</td>
</tr>
</tbody>
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**Key Responsibilities & Duties**

1. Building services and maintenance liaison, acts as liaison with building services and maintenance on facilities cleaning and maintenance needs, coordinates and insures follow through. (E)
2. Coordinates day-to-day building services requests and needs; meets regularly with building services supervisor for library. (E)
3. Identifies and coordinates routine repair and maintenance issues with building maintenance rep. (E)
4. Provides support for a wide variety of building/facility related maintenance issues and projects. (E)
5. Checks and maintains billing for facilities work orders. Checks for errors and fraudulent charges, contact FM costumer service to correct any errors or fraudulent charges. (M)
6. Checks and maintains billing for Phone and Data. Checks for error and fraudulent charges. Contacts IT costumer service to correct any errors or fraudulent charges. (M)
7. Puts in work order request for any building maintenance to FM department. (E)
8. Follows up to make sure any repairs are completed and contact FM department supervisors when work has not been completed. (E)
9. Puts in work orders for phone and data request to IT department. (E)
10. Follows up on work orders to make sure they are completed and reports any uncompleted work orders to IT costumer service. (E)
11. Maintains and monitors list serve Libfixit for Facilities office. (E)
12. Places work orders and contacts building services with any request sent to the list serve. (E)
13. Provides supplies for special or unusual requests as approved by administrative officer, includes pickup and delivery as needed. (E)
14. Hires and supervises both Graduate and Undergraduate Student employees for Facilities office. (E)
15. Coordinates furniture delivery and set up. (M)

**University Minimum Required Qualifications**

High school diploma or equivalent and three years of related experience, or an equivalent combination of education, experience, and training.

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**Library Required Qualifications**

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.
The following are some qualifications – in standardized wording – that can be used if appropriate to the position.

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off-campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Strength to lift and carry mailbags and boxes and to make deliveries within the library and on campus.
- Familiarity with computer required.

**Working in the library requires:** demonstrated ability to accomplish timely and high quality work, handle a variety of duties, adapt to changing demands and priorities, work successfully in a team environment, and communicate effectively with all segments of an academic community.

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<tr>
<th>EUL-HR Review</th>
<th>Nydia Charles-Huggins</th>
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<tr>
<td>DATE</td>
<td>March 30, 2023</td>
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