

The University Libraries have an opening for a part-time Facilities Attendant. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 30660.

### **Job Description**

- Perform event set-up, take-down and change-over, vacuum staff offices, customer service and maintenance duties necessary to ensure the successful execution of events for customers of university facilities, which includes adjusting work hours depending on events.
- Perform routine maintenance of library equipment. This includes, but is not limited to, replacing air freshener cans and batteries in Ellis Library restrooms on a monthly basis; emptying and oiling paper shredders on a regular schedule; vacuuming office areas not serviced by custodial contract on a periodic basis; or cleaning areas with graffiti.
- Pickup and deliver furniture, cubicle walls, coat racks, and other equipment as needed.
- Assist Maintenance Services Attendant with facilities projects and tasks, including setup and cleanup tasks as needed. This includes assembly and/or repair of library shelving.
- Other duties as needed. Includes but not limited to assisting with library events, projects with the Maintenance Service Attendant, etc. Back up for other Receiving Room staff.
- Under direct supervision, receives verbal and written instructions daily on work to be performed.
- May occasionally instruct and/or guide student or part-time employees assisting in work.

### **Qualifications**

- A high school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- A valid driver's license may be required.
- Ability on a daily basis to:
  - Lift, carry, and set down objects of moderate weight (25-50 lbs.)
  - Grasp broom and mop handles
  - Work around dust and cleaning chemicals
  - Climb stairs, step stools, and ladders
- Must be able to read and write.
- Ability to set up and operate audiovisual equipment including but not limited to projectors and peripherals (stands, remote controls, screens, etc.); video equipment; microphones; radio; computers and peripherals; auxiliary equipment (laser pointers, flip charts, slide trays, etc.); lighting and speakers.
- Proven ability to learn the technical aspects of the position and stay abreast as changes in technology and equipment occur.
- Must be able to work varied hours based on business needs and special events schedule. Working hours are dependent upon the events scheduled for the week.
- May need to use accessory equipment such as a 2-wheel and/or flat-bed dolly.

### **Shift**

This position will work 20 hours a week. Primarily daytime hours between 7:00am and 4:00pm, Monday through Friday.

### **Pay**

Range is \$10.09/hr to \$12.50/hr, commensurate with experience.

### **Benefit eligibility**

This position is not eligible for University benefits. Individuals in non benefit eligible positions may choose to participate in the Tax Deferred Annuity Plan (403b). For information about this plan, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

### **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

### **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

### **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)