

POSITION: Building Maintenance I

SCHEDULE: Part-time, 16-19 hours per week, including early morning, afternoon, evening, and weekend hours. Schedule subject to change.

SALARY: \$10.30-15.45 hourly (depending on qualifications)

SUPERVISOR: Administrative Manager

SUPERVISEES: None

PERSONAL ATTRIBUTES: We are looking for someone who has high standards for cleanliness and sanitary conditions, takes pride in their work, is willing to try new tasks. is dependable, accurate, organized, friendly, cooperative and strives for excellence in services provided to patrons and staff. The candidate must handle emergency situations in a calm manner.

WORKING CONDITIONS: The work for this position requires exposure to chemicals, dust, grease, noise and vibration. There may be dusty and drafty situations and exposure to varying weather conditions when working outdoors. The work requires following proper safety practices and use of safety equipment.

QUALIFICATIONS FOR APPOINTMENT:

- A high school diploma or similar discipline is required.
- Three years' experience in the custodial care and maintenance of a commercial facility.
- Specialized training/experience in building maintenance subjects such as heating/air conditioning, plumbing, electrical repair are preferred.
- All applicants are subject to a background check, and employment is contingent on passing those assessments.

DUTIES AND RESPONSIBILITIES:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Dust furniture, walls, machines, and equipment.
- Perform a variety of light maintenance tasks, including, repair and upkeep of library building and grounds and related fixtures and utilities.
- Maintain library grounds, including sidewalk snow removal, salting, watering plants and removing litter.

- Repair a variety of library equipment and furnishings, assemble and move display cases, shelving units and other library furnishings.
- Unload deliveries and distribute to appropriate locations.
- Keep apprised of current information regarding essential building equipment such as HVAC, lighting, security system.
- Keep informed of activities throughout the library as they concern custodial duties.
- Arrives prior to the library's opening to prepare the facility for the day's operation.
- Monitor meeting room schedule and sets up meeting room as needed.
- Perform preventive and regular maintenance of building, fixtures, and equipment as needed.
- Perform emergency cleanup (spills, etc.).
- Change light bulbs and fluorescent tubes.
- Occasionally makes trips outside of building for such things as equipment, supplies, pick-ups and deliveries.
- Attend meetings and other continuing education events as required which may require evening or weekend attendance.
- Act as liaison with outside contractors regarding building maintenance projects.
- Attend and participates in staff, department, and other job-related meetings as needed.
- Other duties as assigned.

ABILITY TO:

- Work with a variety of staff members in a cordial and congenial manner.
- Use tact and diplomacy to communicate effectively with coworkers in person, telephonically and in writing.
- Take direction and accurately follow instructions.
- Coordinate work efforts with other library staff members and work cooperatively on a variety of initiatives, projects and programs.
- Drive vehicles and operate power machinery.
- Provide outstanding customer service in person, on the telephone, and via e-mail and other forms of electronic communication.
- Work independently.
- Handle multiple activities or interruptions at once and to work positively and effectively as a team member.
- Deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.
- Ability to schedule work efficiently and set priorities.
- Ability to work a flexible schedule.

- Ability to work on call as needed. Schedule includes evening and weekend hours as needed.
- Ability to read and understand blueprints and schematic diagrams.

PHYSICAL REQUIREMENTS:

- Walk, stand, sit, bend, stoop, push, pull, reach, handle, finger, feel, maintain mobility and balance, work on a ladder,
- Demonstrate good eye-hand coordination
- The position requires one to occasionally lift and/or move up to 100-100 lbs.
- Full range of motion, including standing, sitting, or walking for extended periods.
- Bending, stooping, and reaching to retrieve library materials.
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials.
- Ability and willingness to climb high ladders in execution of maintenance tasks.
- Must have physical strength and dexterity to move furniture, climb ladders, use standard carpenter and janitorial tools.
- Ability to withstand weather extremes.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the use and care of manual and power tools.
- Familiarity with the fundamentals of electricity, plumbing, heating, and carpentry, painting, and power equipment.
- Working knowledge of building plans, including basic utilities information.
- Knowledge of building cleaning and maintenance procedures.
- Skills in problem solving and decision-making.

Note: It should be understood that while this job description sets forth a number of job duties and responsibilities for this position, it is not an employment contract of any kind and can be changed with or without prior notice at any time. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.