

Position Title: Maintenance Assistant

Department: Administration

Reports To: Facilities Supervisor

Hours: Part-time (25 hours per week)

Job Classification: 103

FLSA Status: Non-exempt

Certification Level: N/A

POSITION SUMMARY:

Under the supervision of the Facilities Supervisor, the Maintenance Assistant performs general maintenance, repair, upkeep, cleaning, and custodial functions for the library; maintains and keeps in good repair the facility, grounds, furniture, equipment and other library property located throughout the community including Little Free Libraries and Little Free Pantries; assists with general custodial duties, provides assistance to staff as necessary, and ensures that library walks are cleared and salted in a timely manner during inclement weather.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent
- Valid driver's license and proof of auto insurance.
- Minimum of one year related work experience required.

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Custodial and light maintenance experience desired, but not required

ESSENTIAL DUTIES:

A. Facilities Oversight

- a. Regularly inspects building and grounds assessing the need for maintenance and repair;
- b. Responds to maintenance requests in a timely manner;
- c. Maintains building services equipment, schedule service and repair as needed;
- d. Monitors and reports to Facilities Supervisor issues with building systems including, but not limited to, electrical, plumbing, HVAC, water softener, etc. Troubleshoot issues and make minor adjustments, replacements, or repairs as needed. Contact service vendors when necessary;
- e. Ensures the entire library and surrounding grounds are inviting, clean, orderly, safe, and presentable with particular focus on the main entrance, foyer, lobby, elevator, stairs, gallery, meeting rooms, study rooms, tabletops, kitchenettes, restrooms, water fountains, floors, and glass surfaces;
- f. Performs general housekeeping and custodial duties as assigned;
- g. Keeps up-to-date on knowledge and use of cleaning chemicals, solutions, and products used in the performance of job duties;
- h. Maintains supply inventory, ordering supplies through Library Administration
- i. Performs some grounds keeping tasks such as daily litter and debris removal, mowing, weeding, trimming, and setting/operating hoses and sprinklers;
- j. Maintains safe and clear sidewalks, walkways and paths seasonally and in a timely manner by shoveling snow, applying ice melt, removing leaves, litter, debris, and other potential hazards.

B. General Duties

- a. Maintains US and Indiana flags on flagpole, raise and lower as directed;
- b. Completes minor repair/painting jobs within the library;
- c. Installs, repairs, and maintains Little Free Libraries and Pantries as needed;

- d. Performs library errands such as pick-ups and deliveries;
- e. Hangs signs and other items, replaces light bulbs, etc.;
- f. Assembles shelving, bookcases, furniture, carts, and other items as necessary;
- g. Assists staff in moving and lifting library materials, furniture, and package deliveries;
- h. Turns in lost and found items;
- i. Routinely meets with Facilities Supervisor;
- j. Complies with library policies, procedures, and guidelines;
- k. Maintains a neat, clean, and professional appearance;
- l. Arrives to work on time and as scheduled;
- m. Various duties as assigned.

C. Occupational Health, Safety, and Security

- a. Assists Facilities Supervisor with occupational health and environmental safety programs to ensure compliance with federal, state, and local regulations;
- b. Helps maintain OSHA required Safety Data Sheet (SDS) records as well as any other record keeping requirements applicable to products, services, or functionality of the library;
- c. Regularly assists with inspection of buildings, grounds, and equipment for potential health, safety, and security dangers or violations;
- d. Deploys walk off mats and caution signage in lobby and loading dock area during wet or snowy weather;
- e. Monitors and corrects slip/trip hazards in the building and on property at all times;
- f. Ensures general workplace safety at all times for staff and visitors.

WORKING CONDITIONS:

The physical demands and work environment of this position are typical of a maintenance and custodial work environment with varied levels of physical effort and exertion required and varied exposure to physical risks and weather.

Applicant must possess clarity of speech and hearing, sufficient vision, manual dexterity, mobility, and reflexes to perform work throughout a large, fast-paced facility often with members of the public present; must be able to safely lift and carry items up to 100 pounds, maneuver carts weighing at least fifty pounds, with prolonged standing, bending, squatting, stooping, crawling, stretching, climbing and reaching at various heights, depths, and spatial dimensions required.

Environmental conditions include exposure to all potential extremes of weather as necessary to complete job tasks; exposure to cleaning chemicals and solutions, fumes, dust and dirt, human waste and other potential blood-borne pathogens, loud noise when using equipment, and heights.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is an hourly, part-time position and requires 25 hours per week. Position requires flexibility in scheduling and may include weekends and evenings.

Position requires ability to respond to emergencies from off-duty status at any time.

Compensation:

This position is classified as a Level 103 on the Library's salary schedule. Hourly rate begins at \$13.00 per hour and is commensurate with experience.