
JOB DESCRIPTION

TITLE: Maintenance Assistant

DEPT.: Facilities

REPORTS TO: Facilities Manager

CLASSIFICATION: Non-Exempt

Objective:

As a team member of the Facilities Department, performs basic repairs, furniture setup, and light custodial duties to provide for the comfort and safety of patrons, and staff while ensuring that the library building is in good operating order. Drives delivery van to branch libraries for daily deliveries.

Duties:

1. Performs opening procedures for the building. Provides assistance evacuating and closing building.
2. Conducts branch deliveries and performs errands. Loads, unloads, and distributes deliveries.
3. Sets up meeting rooms and changes room set-ups as required.
4. Performs interior janitorial duties such as cleaning, vacuuming, sweeping, mopping, and carpet cleaning. Maintains the cleanliness of the exterior building grounds, including parking lots, parking garage, and dock area.
5. Performs seasonal snow removal, salt spreading, weeding, and watering of landscaping.
6. Responds to emergencies, contacts appropriate contractors, and notifies Facilities Manager as soon as possible.
7. Monitors building systems including but not limited to HVAC, cooling tower, dry sprinkler system, fire and burglar alarms, and generator.
8. Maintains building equipment including lighting, plumbing, door entry, elevator, snow melt, water heater, and electrical systems. Resolves maintenance issues and notify senior personnel of serious maintenance issues.
9. Provides assistance to other departments; completes work orders including general building maintenance and equipment repair.
10. Operates a variety of maintenance equipment including high lift, Library van, pallet jack, and carpet shampooers.
11. May be called in the event of a Library emergency outside of scheduled hours.
12. Participates in continuing education through library provided training, reading, and workshops. Shares information learned.
13. Performs other duties as assigned.

Minimum Qualifications:

Education:

High school diploma or equivalent.

Experience:

- Minimum 2 years related maintenance experience.
- Must have valid driver's license and 1 year safe driving record for the year preceding application.

Knowledge, Skills, & Abilities:

- Ability to work with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to adapt communication style
- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to staff needs, exploring beyond the initial question to determine the actual information desired
- Ability to work efficiently and calmly during busy periods and with frequent interruptions
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times with the public and staff
- Ability to exercise initiative and to make appropriate independent decisions
- Knowledge of Windows and MS Office Suite
- Basic power and hand tool proficiency, and ability to follow directions for product assembly.
- Basic electrical and plumbing repair experience.

Supervisory Responsibility:

None.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to lift and carry up to 50 pounds occasionally and transport/push/pull up to 150 pounds of library materials from one library location to another.
- ability to kneel, squat, crouch, climb ladders and stairs, and reach above shoulder level

Working Conditions:

Work is performed in a typical library environment with a boiler and mechanical room. Maintenance work will involve exposure to differing temperature conditions, dust, dirt, chemicals, grease, oil, solvents, fumes, electrical current and water. Will work in inclement weather conditions. Will work at heights above floor level. Must have valid driver's license and proof of auto insurance.