

JOB POSTING DATE:	December 23, 2011
JOB TITLE:	Custodial/Maintenance – Main Library
WAGE RANGE STARTS AT:	\$8.25 per hour
HOURS PER WEEK:	15 hours per week
JOB DUTIES:	See attached job description
SUBMIT APPLICATION TO:	Cindy Lane, HR Manager

JOB TITLE: Custodial/Maintenance - Main Library

JOB CLASSIFICATION: Maintenance

REPORTS TO: Head of Buildings and Grounds

JOB LOCATION: Main Library

PURPOSE OF POSITION:

Performs routine and non-specialized tasks related to the maintenance operations for the Main Library, under the supervision of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not all inclusive)

1. Perform routine maintenance of buildings including:
 - a. Replace light bulbs as needed.
 - b. Check building for vandalism and correct problems if possible.
 - c. Check restrooms for proper operation; report problems.
2. Perform routine cleaning of buildings and vehicles including:
 - a. Garage
 - b. Maintenance storage rooms off garage
 - c. Mechanical and electrical rooms
 - d. Other storage facilities
 - e. Picking up recycling in departments
 - f. Library van and station wagon
 - g. Bookmobile
3. Prepare Main Library for daily operations:
 - a. Load and unload all library vehicles
 - b. Relocate or transport boxes, materials, equipment, furniture, etc.
 - c. Set up and dismantle furniture in meeting rooms
 - d. Turn lights on and unlock designated doors
4. Maintain grounds:
 - a. Trim trees, plants, shrubs, etc. as needed or directed.
 - b. Mow grass, rake leaves, and generally maintain grounds.
 - c. Remove ice and snow from walkways as needed.
 - d. Sweep walks, outside entries, parking lots.
 - e. Empty outdoor trash cans, pick up trash, cigarette butts, leaves, etc. daily.
5. Perform other duties as required or as necessary, including:
 - a. Check for proper operation of air handler and boiler; report problems.
 - b. Check roof for leaves and water; report problems.
 - c. Touch-up painting as needed.
 - d. Transport book sale materials
 - e. Other duties as assigned
6. Communicate building and janitorial supply needs and requests to supervisor as needed.

7. Cooperate with all staff in performing tasks essential to providing quality customer service and the achievement of library objectives, goals, and mission in conjunction with the Strategic Plan.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

KNOWLEDGE, CRITICAL SKILLS, AND ABILITIES:

1. Special training and/or experience in relevant area.
2. Ability to do yard work – mowing, trimming, etc.
3. Ability and willingness to become familiar with library operations and routines.
4. Ability to analyze problems and to solve, or make recommendations for their solution.
5. Ability to work harmoniously and effectively with the public and with other staff members.
6. Ability to accept direction.
7. Ability and willingness to work a flexible schedule, including early mornings, evenings, and weekends, as needed, and to be available for holidays, and respond to emergencies.
8. Ability to read and to handle arithmetic computations.
9. Hold a valid Indiana driver's license.
10. Ability to sit or stand for a prolonged period (1 or more hours).

OTHER SKILLS AND ABILITIES:

1. Knowledge of, or experience with, library routines, procedures and duties; library experience preferred.
2. Travel to library meetings or workshops as needed or requested.
3. The employee must be familiar with, or able to learn to function with, the following equipment in order to perform job functions:
 - a. Lawn equipment
 - b. vacuum cleaner
 - c. snow blower
 - d. Furnace filters
 - e. Fire extinguishers
 - f. Fire alarm or security systems
 - g. Power Tools

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100

pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

Work Environment: While performing the duties of this job, the employee occasionally works near moving mechanical parts, and is regularly exposed to wet and/or humid conditions and extreme cold and room temperature changes. The employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to high.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

NOTE: This position is part-time (15 hours per week), normally including early mornings, evenings, and weekends as assigned. This position may also include traveling to library meetings and workshops as needed.