

MAINTENANCE PERSON

RESPONSIBILITIES OF POSITION:

Under general supervision, performs cleanup and minor maintenance of the library building and the grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff.

DUTIES:

1. Performs regular and routine inspection and preventative maintenance of the Library's building systems including security, heating and air conditioning, fire protection and promptly notifies the Library Director of his/her designee when major repairs or maintenance work are needed.
2. Performs assigned maintenance of the library building's halls, public areas, staff work areas, storage areas, stairways, and offices in a clean, orderly, safe and sanitary condition.
3. Performs year-round upkeep of the library grounds through cutting grass, raking, pickup of litter, shoveling of snow, sanding of walks, and care of shrubbery and plantings.
4. Empties trash receptacles and readies trash for regular garbage pickup. Keeps up to date on recycling procedures.
5. Maintains an orderly and sufficient supply of cleaning materials and promptly notifies the appropriate person of re-ordering requirements.
6. Performs routine upkeep of library furnishings and arrangement, and meeting room setup as necessary.
7. Performs upkeep of the library's physical appearance through the performance of minor tasks of painting, carpentry, electrical work and plumbing.
8. Performs other maintenance or repair work upon instruction of the library director or his/her designee.
9. Performs other related work.

KNOWLEDGE AND ABILITIES:

1. Ability to do minor plumbing and electrical repairs, carpentry and painting projects.
2. Ability to follow detailed directions.
3. Ability to quickly and efficiently carry out custodial tasks according to a regular schedule, proscribed safety procedures and with a minimum of supervision.
4. Ability to work independently, organize and prioritize work, respond to varied/ changing work demands and make decisions as required.
5. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

6. Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment.
7. Working knowledge of English grammar and spelling.
8. Working knowledge of building systems including security, heating and air conditioning, fire protection equipment, controls operation, and maintenance.
9. Working knowledge of lawn and shrub care.

PHYSICAL DEMANDS OF POSITION:

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: using hand tools, painting, hammering, operating switches and valves.
5. Grappling, climbing using legs and arms, and balancing.
6. Handling: hoeing a garden plot, sweeping, mopping, dusting.
7. Lifting and carrying: up to 80 pounds.
8. Pushing and pulling: objects weighing up to 150 pounds.
9. Sitting, kneeling, crouching and crawling.
10. Standing, walking, climbing using legs and feet, stooping, kneeling and crouching.
11. Talking and hearing; use of the telephone.

MENTAL REQUIREMENTS:

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time Management: set priorities in order to meet assignment deadlines and task schedules with a minimum of supervision.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Flexible work hours: mostly early morning hours; some evening and weekend hours.
2. Hazards: use of commercial/industrial cleaning chemicals. Some climbing involved in upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings.

3. Inside work environment: 75% or more
4. Outside work environment: up to 25%. Winter snow shoveling and sidewalks maintenance. Spring through fall grounds maintenance of grass and shrubs and building exterior upkeep.

EQUIPMENT USED:

Basic cleaning equipment, including standard hand tools, broom, feather duster, floor buffer, lawn mower, mop and bucket, shovel, snow blower, vacuum cleaner.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.
2. Possession of a Wisconsin motor vehicle operator's license.
3. Some custodial experience.
4. Previous experience with computerized building systems preferred.