

## Clark County Public Library – Employment Opportunity



The Information Place

**Job Title:** *Building Maintenance Worker* | Grade 14 | Full-time - 40 Hrs. – 12 – 8 p.m. | FLSA –  
**Location:** Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio Non-Exempt

Under general supervision of the Library Director, the *Building Maintenance Worker* performs a variety of tasks related to the maintenance and upkeep of Clark County Public Library system.

**APPLICATION PACKET:** [Incomplete/illegible Applicant Packets may be disqualified]

1. **Completed CCPL *Employment Application*** – Available at library locations or two formats available online at: [CCPL \*Employment Application\*](#).
2. Cover Letter
3. Résumé
4. Three (3) professional references

**SUBMIT REQUIRED ITEMS:** by mail or in a sealed envelope to any CCPL location, addressed to:

**William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080**

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***OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt***

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### **MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

- High school diploma or equivalent, certification from a trade school preferred and
- Experience in the maintenance of buildings and equipment
- Equivalent combination of education, training and experience may be considered

View [Position Description](#) for more Job Position details.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Ability to operate and carry power tools and light machinery and materials-handling equipment: hand trucks, dollies, sliders, pallet jacks, etc.
- Basic knowledge of building maintenance, repair methods and practices. Some familiarity with inventory control, HVAC systems, carpentry, plumbing, electrical work, painting, and related areas
- Ability to learn basic computer usage, building/facility systems, cell phone usage
- Ability to work independently with minimal supervision
- Possession of a valid Ohio Driver's license or ability to obtain one, and insurable driving status
- Effective written and verbal communication skills; able to understand and follow written and verbal direction
- Employment offer conditioned upon the candidate passing criminal background and reference checks
- Moderate to high level of physical activity. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. s

### **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES**

- Inspects library buildings and equipment. Helps maintain mechanical and electrical equipment, performs minor carpentry, plumbing work, installs equipment and lights,
- Delivers library materials to library locations: moves supplies, equipment and furniture to and from Main and Branch locations, with assistance if necessary
- Keeps current with safety regulations and safety practices, cleaning methods, precautions for harmful materials
- Assists with tracking inventory of fixed assets and purchases of cleaning supplies and maintenance materials
- Paints interior/exterior of buildings/other surfaces, assists with grounds keeping/snow removal as assigned
- Performs general cleaning of Library buildings and grounds, as directed
- May work with vendors, verify vendor invoices/work orders to ensure work was completed accurately and on budget
- Represents the Library in a positive manner and adheres to library's customer service procedures
- Able to work a flexible schedule, which may include evening and/or weekend on-call duty. Occasionally required to work overtime. May need to work on short notice for library emergencies

**SALARY AND BENEFITS:** \$18.30 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, 11 holidays, and sick leave according to CCPL guidelines. Employer-provided group-term life insurance, comprehensive, affordable medical, dental, and vision plans, and voluntary life insurance offering, Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).

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***Clark County Public Library is an Equal Opportunity Employer***

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