

POSITION DESCRIPTION
CLARK COUNTY PUBLIC LIBRARY
An Equal Opportunity Employer
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Job Title: **BUILDING MAINTENANCE WORKER**

Department: Director's Office – Maintenance

Immediate Supervisor: Library Director

Positions Supervised: None

FLSA Status: Full-time; Non-Exempt

JOB RESPONSIBILITIES:

Under general supervision of the Library Director, the Building Maintenance Worker performs a variety of tasks as related to the maintenance and upkeep of Main Library, Branch Libraries and Mobile Services. Work involves a moderate to high level of physical activity and requires the ability to work independently with minimal supervision.

QUALIFICATIONS:

- High school diploma or equivalent, certification from a trade school preferred and
 - Considerable experience in the maintenance of buildings and equipment including plumbing and HVAC
 - Valid Ohio driver's license or the ability to obtain one with an acceptable driving record and insurable driving status
- or
- An equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees.

PHYSICAL REQUIREMENTS

- Ability to operate tools and controls. Frequently bend, stoop, stand for long periods of time, walk and climb stairs, reach, lift or push moderate to heavy weight (25-80 lbs.) on a regular basis, and work in awkward or confined positions. Carry, push, balance, kneel, crouch, reach overhead, and use finger dexterity frequently. Climb ladders frequently. Talk, hear, see at close range and distance, converse with others in person and by telephone. Lift items from floor to knuckle, knuckle to shoulder, and floor to shoulder frequently. Reach overhead and lift overhead frequently. Occasionally work in adverse weather conditions
- Able to work a flexible schedule, including evenings and weekends. Occasionally required to work overtime
- Able to satisfactorily perform each essential work task listed. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act as Amended (ADAAA) in accordance with its requirements

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

CLARK COUNTY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Library policies and procedures* • Basic building maintenance and repair methods and practices: HVAC systems, carpentry, plumbing, electrical work, painting, and other related areas • Safety practices and procedures, motor vehicle regulations and laws • Inventory control methods • Digital technology: cell phone, computer, building/facility systems • Cleaning methods, including precautions for environmental or harmful materials • Operation of power and hand tools 	<ul style="list-style-type: none"> • Identify potential and existing construction/maintenance issues • Comply with library policies and procedures, customer service procedures, and safety policies and procedures • Analyze cost estimates for work projects • Operate materials-handling equipment: hand trucks, dollies, sliders pallet jacks, etc. • Carry and operate power tools and light machinery • Understand and follow written and verbal direction • Drive a motor vehicle and obey regulations • Maintain effective working relationships with coworkers, staff and vendors; represent the Library in a positive manner • Work independently and maintain work schedule

* May be acquired after hire

% of Time	<p>ILLUSTRATIVE DUTIES: <i>(Duties listed illustrate the type of work assigned to a position incumbent. This Position Description should not be considered as an exhaustive list of all responsibilities, skills, or efforts required for this job. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i></p>
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65% MAINTENANCE

- ★ Repairs mechanical and electrical equipment, performs carpentry and plumbing work, installs equipment and lights, inspects library buildings, properties, and equipment; paints
 - Cleans drains using manual or power drain cleaning equipment; may be required to turn off low pressure water lines to fixtures or equipment
 - Paints interior and exterior of buildings and other surfaces, as assigned
- ★ Assists with moving/assembly of furniture, including erecting and removing shelving units
- ★ Repairs flooring, desks, chairs, filing cabinets, furniture and equipment, as needed
- ★ Checks fire and emergency equipment on a regular basis
- ★ Contacts service contractors for price quotes when repairs are needed
 - Submits Purchase Order requests, verifies work orders and invoices; routine recordkeeping
- ★ Maintains inventory of fixed assets and prepares reports

15% DELIVERIES

- ★ Moves library materials, supplies, equipment and furniture (office furniture and book carts) to and from Main and Branch locations. Use devices (pallet jacks, furniture dollies, two-wheel dollies, sliders, low-rider dollies, etc.) to move heavy items

15% CUSTODIAL

- ★ Performs grounds keeping and weeding as needed and tree removal on rare occasions
- ★ Removes ice and snow from walkways and driveways if contracted service not available
- ★ Alerts Purchasing of need for cleaning supplies and maintenance materials, replenishes supplies
- ★ Performs general cleaning of Library buildings and grounds, as directed
 - Floors and walls; building, restroom fixtures, supply rooms and mechanical spaces; may use carpet cleaning equipment, empties and readies trash and recycling materials for pick-up

5% MISCELLANEOUS

- Attends meetings, conferences and workshops as required, maintains awareness of developments in the field of maintenance
- Performs other duties and assignments, as assigned

★ **Denotes an essential function of the job**

Employee Signature

Date