

Clark County Public Library Employment Opportunity



The Information Place

Job Title: *Building Maintenance Worker* | Grade 14 | Full-time – 40 Hrs. wkly. | FLSA – Non-Exempt

Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

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

APPLICATION PACKET: All items required. Incomplete/illegible Applicant Packets may be disqualified

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

SUBMIT: 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

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

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High school diploma or equivalent. Certification from a trade school preferred and
- Considerable experience in the maintenance of buildings and equipment desired
- Equivalent combination of education, training and experience may be considered at the discretion of the Director
- Criminal background check and reference checks required

MINIMUM QUALIFICATIONS/REQUIREMENTS: (View the [Position Description](#) for additional details)

- Ability to operate and carry power tools and light machinery and materials-handling equipment, e.g. hand trucks, dollies, sliders, pallet jacks
- HIGHLY DESIRED: Basic knowledge of building maintenance, repair methods, and practices. Some familiarity with inventory control, HVAC systems, carpentry, plumbing, electrical work, painting, and related areas
- 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
- Criminal background and reference checks required
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES (View the [Position Description](#) for a detailed list of illustrative duties)

- Inspects library buildings and helps maintain mechanical and electrical equipment, performs minor carpentry, plumbing work, installs equipment and lights. Adheres to CCPL access control procedures for secured locations
- 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 groundskeeping/snow removal as assigned
- Verify vendor invoices/work orders to ensure work was completed accurately and on budget, as assigned
- Performs general cleaning of Library buildings and grounds, as directed
- Represents the library in a positive manner and adheres to library's customer service procedures
- Able to work flexible schedule; may include evening and/or weekend on-call duty or work on short notice for library emergencies. Maintains work schedule and adheres to CCPL attendance policies. Overtime required occasionally

SALARY/BENEFITS: \$18.56 per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, 12 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 offerings. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required

Clark County Public Library is an Equal Opportunity Employer