

POSITION DESCRIPTION  
**CLARK COUNTY PUBLIC LIBRARY**

An Equal Opportunity Employer

Page 1 of 2

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Job Title:	<b>BUILDING MAINTENANCE WORKER</b>
Department:	Maintenance
Immediate Supervisor:	Building Maintenance Supervisor
Positions Supervised:	None
FLSA Status:	Full-time; Non-Exempt

**JOB RESPONSIBILITIES:**

Under general supervision of the *Building Maintenance Supervisor*, the *Building Maintenance Worker* performs a variety of tasks as related to the maintenance and upkeep of Main Library, Branch Libraries, Business Center, 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
- Considerable experience in the maintenance of buildings and equipment including plumbing and HVAC
- or
- An equivalent combination of education, training, and experience at the discretion of the Director and/or the Board of Trustees
- REQUIRED: Valid Ohio driver's license or the ability to obtain one with an acceptable driving record and insurable driving status
- Employment offer conditioned upon the candidate passing criminal background and reference checks

**PHYSICAL REQUIREMENTS**

- Able to operate tools and controls. Frequently bend, turn, stoop, stand for long periods of time, walk, climb stairs, reach, lift or push moderate to heavy weight (25-100 lbs.), and work in awkward or confined positions. Frequently climb ladders, carry, push, pull, balance, kneel, crouch, reach, lift overhead and floor to shoulder, and use finger dexterity. Use computer equipment, talk, hear, see at close range and distance, converse with others in person and by telephone. Occasionally work in adverse weather conditions
- Able to work a flexible schedule, including evenings and weekends. May be needed to work on short notice for library emergencies. Occasionally required to work overtime
- Able to satisfactorily perform each essential duty listed. Reasonable accommodations may be made to enable individuals covered by the Americans with Disabilities Act to perform essential functions

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

\* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below illustrate the type of work assigned to a position incumbent and 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>
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### 65% MAINTENANCE

- ★ Repairs mechanical and electrical equipment, performs carpentry and plumbing work, installs equipment and lights, inspects library buildings and equipment
  - Ability to bend and stoop to pick things up from floor level and to repair things from under sink level to ceiling level frequently
  - Dig for post holes on an as needed basis
  - Cleans drains using manual or power drain cleaning equipment; may be required to turn off low pressure water lines to fixtures or equipment
- ★ Will be trained on and required to adhere to the library's access control procedures for secured rooms, cabinets, and other restricted areas
- ★ 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
- ★ Maintains inventory of fixed assets and prepares reports
- ★ Paints interior and exterior of buildings and other surfaces, as assigned
- ★ Performs routine recordkeeping activities
  - Attends meetings, conferences and workshops as required
  - Maintains awareness of developments in the field of maintenance

### 15% DELIVERIES

- ★ Delivers library materials to library locations
  - Loads library vehicle with moderately heavy boxes of library materials (up to 50 lbs.)
  - Includes inventory, distribution, and storage of supplies
- ★ Moves supplies, equipment, and furniture (office furniture and book carts) to and from Main and Branch locations. Will have assistance devices (pallet jacks, furniture dollies, two-wheel dollies, sliders, low rider dollies, etc.) to move heavy items

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% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below 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>
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### 15% **CUSTODIAL**

- ★ Removes ice and snow from walkways and driveways, spreads salt on walkways at Main and Branch libraries (if not removed by contracted vendor)
- ★ Alerts Purchasing of need for cleaning supplies and maintenance materials
- ★ Performs general cleaning of Library buildings and grounds, as directed
  - Cleaning could include all types of restroom fixtures, floors, and walls; building supply rooms and mechanical spaces; may use carpet cleaning equipment
  - Empties trash and prepares for pick-up; readies recycling materials for pick-up
  - Replaces paper towels, toilet tissue and soap, as needed
  - Secures doors and locked
- ★ Sets up meeting rooms, moves furniture, shelves, and equipment
- ★ Performs grounds keeping and weeding as needed and tree removal on rare occasions

### 5% **MISCELLANEOUS**

- Performs other duties and assignments, as assigned

★ *Denotes an essential function of the job*

Employee Signature

Date