

**ELYRIA PUBLIC LIBRARY
POSITION POSTING**

Job Title: Maintenance I-Custodian – 20 hours (2)

Initial Assignment: Central
West River

Immediate Supervisor: System Services Coordinator

Positions Supervised: None

Position effective: Immediately

JOB RESPONSIBILITIES:

Under general supervision, this position is responsible for the cleaning, custodial, and grounds maintenance.

QUALIFICATIONS:

- Ensure the library is cleaned daily: restrooms, sinks, mirrors, halls, floors, carpets.
- Knowledge of housekeeping procedures and techniques.
- Move furniture, shelves, materials and equipment.
- Empty trash and prepare for pickup.
- Clear sidewalks of snow; spread salt.
- Assist with maintaining the grounds: pick up trash, weed beds, rake leaves, trim, shrubs and hedges.
- Perform additional tasks as assigned.

Hours: 20 hours per week, including evenings & weekends

Pay rate: \$12.60 per hour **New Rate**
Current rate for a lateral move.

Full description is available on the resources page.
Apply to HR Coordinator at apply@elyrialibrary.org
EOE Drug Free Workplace

POSITION DESCRIPTION

Elyria Public Library System

An Equal Opportunity Employer

Job Title: Maintenance I/Custodian
Immediate Supervisor: System Services Coordinator
Positions Supervised: None
FLSA Status: Non-exempt

JOB RESPONSIBILITIES:

Under general supervision, this position is responsible for the cleaning, custodial, and grounds maintenance for the library facilities.

ESSENTIAL DUTIES/MAJOR RESPONSIBILITIES:

Ensure the library is cleaned daily: restrooms, sinks, mirrors, halls, floors, carpets.

Assist in maintaining adequate supplies and replace as needed.

Set up meeting rooms.

Operate power equipment.

Repair desks, chairs, cabinets, furniture and other items as needed.

Move furniture, shelves, materials and equipment.

Empty trash and prepare for pickup.

Clear sidewalks of snow; spread salt.

Assist with maintaining the grounds: pick up trash, water and cut grass, weed beds, rake leaves, trim trees, shrubs and hedges.

Attend meetings as required.

Perform additional tasks as assigned.

COMMUNICATION:

Incumbents have frequent interaction with a broad range of people both in individual and group settings. Contacts may be within the library structure, with the general public, or with other agencies or similar organizations. Communications may contain confidential or sensitive information necessitating discretion.

DECISION MAKING/INITIATIVE:

This position functions with some supervision for new or unusual situations or assignments, and only limited supervision for regular work. Work regularly calls for decisions, problem solving and/or recommendations within the scope of position responsibilities. Consideration of facts and options is required, but decisions usually have some precedent. The position is responsible for making decisions both in a consensus format as well as independently.

ACCOUNTABILITY:

Position involves frequent interruptions with maximum flexibility required. Planning requirements are limited to foreseeing issues associated with own work and identifying future needs for supplies, equipment, or resources. Work is consistently monitored by patrons and staff.

LEADERSHIP:

The position is responsible for modeling and promoting organizational values within the library and as a representative of the organization in the community.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent . 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. Valid driver's license preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge of library policies and procedures.*

Knowledge of applicable state and federal occupational safety and health guidelines*

Knowledge of equipment operation and maintenance.

Knowledge of housekeeping procedures and techniques.

Ability to read and understand technical manuals.

Ability to follow oral and written instructions while working independently.

Ability to maintain a positive work environment for patrons and staff.

Ability to develop and maintain a positive and effective work relationship with supervisor and co-workers.

*May be acquired after hire.

SPECIAL REQUIREMENTS:

None.

PHYSICAL DEMANDS:

The job requires some lifting, pulling, climbing ladders, pushing carts, emptying drop boxes, shoveling snow and other physical work. The incumbent must be able to work on a 10-15 foot ladder (hanging signs, cleaning windows etc.)

WORK ENVIRONMENT:

Job is performed mostly indoors and in a library setting. It also involves some outdoor maintenance and landscaping work.

SUMMARY:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Library and the employee and is subject to change as the needs of the Library and requirements of the job change.

I have read and understand this job description. I have had the opportunity to discuss it with my supervisor.

Employee

Date

Manager

Date

8/2012
Reviewed 3/2015
Revised 9/19
OPEIU-SR
EPLS-DW