

ELYRIA PUBLIC LIBRARY
Job Opening

Job Title: Maintenance II – 37.5 hours (2)
New Hours New Rate

Initial Assignment: West River
Central

Immediate Supervisor: System Service Coordinator

Positions Supervised: None

Position effective: Immediately

JOB RESPONSIBILITIES:

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

QUALIFICATIONS:

- Knowledge of housekeeping procedures and techniques.
- Knowledge of building and grounds maintenance.
- Ability to organize, prioritize and coordinate various maintenance tasks.
- Ability to perform delivery duties.
- Ability to perform the physical activities associated with this job including the strength to regularly lift and move materials weighing more than 75 lbs.
- Carrying materials and delivery items up and down steps.
- High school diploma or equivalent and a valid driver's license with an acceptable driving record and proof of insurance are required. Must meet insurability requirements of the Library's insurance provider to operate library-supplied vehicle. Access to reliable transportation for travel among branches.

Hours: 37.50 hours per week, including evenings & weekends

Pay rate: \$13.30 per hour **New Rate**
Current rate for a lateral move.

Full description is available on the website.

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 II
Immediate Supervisor: System Services Coordinator
Positions Supervised: None
FLSA Status: Non-exempt

JOB RESPONSIBILITIES:

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

ESSENTIAL DUTIES/MAJOR RESPONSIBILITIES:

1. Cleaning/custodial duties include (but are not limited to):
 - Ensure the library is cleaned daily: restrooms, sinks, mirrors, halls, floors, carpets.
 - Maintain adequate supplies and replace as needed.
 - Set up meeting rooms as needed.
 - Make minor repairs to building systems such as plumbing fixtures.
 - Maintain and operate equipment such as mowers, snow blowers, etc.
 - Repair desks, chairs, cabinets, furniture and other items as needed.
 - Move furniture, shelves, materials and equipment.
 - Empty trash and prepare for pickup.

2. Grounds maintenance duties include (but are not limited to):

- Pick up trash, water and cut grass, weed beds, rake leaves, trim trees, shrubs and hedges.
- Clear sidewalks of snow; spread salt.

3. Delivery duties include (but are not limited to):

- sorting, loading, delivering, and unloading boxes and/or crates of books and other library material to library locations throughout the Library System and other work related stops that may be required.

Assist Maintenance Specialist with special projects.

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 and a valid driver's license with an acceptable driving record and proof of insurance are required. Must meet insurability requirements of the Library's insurance provider to operate library-supplied vehicle. Access to reliable transportation for travel among branches.

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.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge of library policies and procedures.*

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

Knowledge of building and grounds maintenance.

Knowledge of equipment operation and maintenance.

Knowledge of housekeeping procedures and techniques.

Ability to read and understand technical manuals.

Ability to organize, prioritize and coordinate various maintenance tasks.

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.

Ability to perform delivery duties.

Ability to perform the physical activities associated with this job including the strength to regularly lift and move materials weighing more than 75 lbs.

*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, changing lights, etc.) as well as perform roof inspections on a standard two story building. Carrying materials and delivery items up and down steps.

WORK ENVIRONMENT:

Job is performed mostly indoors and in a library setting. It also involves some outdoor maintenance and landscaping work. Travel among several locations is necessary. Operating vehicles in various weather and road conditions. Employee must be able to provide own transportation.

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