

Job Title: Library Maintenance Assistant
Job Category: Part Time (20 hours/week), Non-Exempt
Department: Building and Grounds
Salary: \$14.50/hr.
Submit Application: Email: resume@twinsburglibrary.org
Fax: (330) 425-3622
Mail: Twinsburg Public Library
Attn: Laura Leonard
10050 Ravenna Road
Twinsburg, OH 44087

JOB SUMMARY

Under the supervision of the Building and Grounds Supervisor, the Maintenance Assistant is responsible for maintaining a clean, comfortable, and safe environment for library patrons and staff inside and outside of the Library. Primary duties will include meeting room set-up, small repairs, cleaning, vacuuming, and helping the Building and Grounds Supervisor with other projects.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Works efficiently, accurately, and productively with minimal supervision.
- Sets up meeting rooms for scheduled events (tables, chairs, and movable walls).
- Uses power tools and hand tools in the performance of a variety of tasks of moderate complexity.
- Performs routine maintenance work and/or repair including computer cabling and painting walls.
- Assembles/erects equipment and furnishings purchased by the Library when necessary.
- Completes routine janitorial work including but not limited to vacuuming; dusting; cleaning furniture; cleaning glass and counter areas; shovels snow and de-ices walk; picks up scraps of debris interior and parking lot; cleans indoor and outdoor entryways and reading garden areas; assists staff in arrangement of furniture and equipment.
- Cleans exterior and interior (floor, shelves, seats, dashboard etc.) of Library bookmobile. May be asked to drive the bookmobile on occasion.
- Performs basic landscaping and grounds maintenance.
- Performs other similar and related duties as directed by the Building and Grounds Manager or Administration not requiring materially different qualifications for those herein described.

MINIMUM REQUIREMENTS

- High school diploma or equivalent preferred.
- Previous experience in janitorial or light maintenance setting.

CONDITIONS AT WORK

Tools and Equipment Used: Vacuums, mops, brooms, carpentry and other hand tools, ladders, etc.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Often required to: Walk, sit, talk, and listen. Use hands to operate and use objects, tools, and controls and to reach with hands and arms. Withstand odors and messes prevalent in a public setting.

Occasionally required to: Lift and or move up to 100 pounds. Climb up and down ladders, balance, stoop, crouch, or crawl.

Vision Abilities: Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Additional Qualifications

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Word processing, e-mail, inventory, database software.

Certificates and Licenses: Valid Ohio Driver's License.

Work Environment: While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, high, precarious places, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the environment is loud.

KNOWLEDGE AND SKILLS

Preferred Skills

- Ability to communicate with internal and external customers in a polite and courteous manner.
- Demonstrates knowledge and skills in the use of equipment and supplies necessary to perform minor repairs. Some knowledge of first aid and applicable safety precautions.
- Ability to work independently.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to understand and follow written and oral instructions.

- Ability to work as part of a team and take direction from area manager and other supervisors in charge.

Additional Qualifications:

- Ability to plan work, make decisions, and supervise personnel and contractors.
- Knowledge of maintenance tools and equipment.
- Knowledge of OSHA safety procedures and regulations.
- Knowledge of the library building's mechanical, electrical, and plumbing systems.

This document describes the position currently available. It is not an employment contract. The Library reserves the right to modify job duties or job descriptions at any time.

I have read and understand this job description and acknowledge that it does not constitute a contract.

Signature _____

Date _____