



JOB CLASSIFICATION: Maintenance I (2 positions available) 20-28 hrs. Salary: \$12.12

MINIMUM QUALIFICATIONS:

- High school diploma or GED. Post-secondary training in a trade is desirable.
- Valid driver's license with acceptable driving record.
- A record free of criminal violations that would prohibit public employment.
- Complies with drug-free workplace rules and board policies.
- Keep current with advances in technology and workplace innovations that enhance productivity.
- Skill/experience in preventive maintenance and basic repair procedures.
- Knowledge of and experience in, cleaning, care and operations of equipment.
- Knowledge about building systems. Example: HVAC, Fire suppression, Communication, etc.

RESPONSIBILITIES/TYPICAL DUTIES:

- Reports to the Head of Maintenance
- Performs custodial duties. Takes initiative to perform routine tasks independently.
- Performs maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings.
- Keeps supervisor informed about emerging issues.
- Upholds board policies and follows administrative guidelines/procedures. Refers library policy/procedure questions to administrators/supervisors.
- Advances Library's professional image. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and Library-sponsored activities that enhance public relations.
- Helps the head of maintenance develop short/long-range program recommendations.
- Shares knowledge about advances in operational procedures and equipment technology.
- Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet restrooms. Cleans furniture, fixtures, walls, and windows. Sweep, steam/shampoo carpets. Dust. Clean kitchen areas, washing and polishing dishes. Washing of any library laundry.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans moves and arranges furnishings, supplies, and equipment as directed.
- Receives book drops as directed.
- Performs repairs. Avoids disrupting building activities except during emergencies.



- Deals with unexpected situations, examples: accidents, equipment failure, etc. follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, bodily fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activates, and/or shutdown.
- Performs routine grounds keeping activities. Examples: mowing grass, trims trees/shrubs, maintain gardens/flower beds, remove trash and leaves, etc.
- Assists with snow removal operations as directed.
- Performs routine preventative maintenance activates. Examples: lubricates moving parts, replaces filters, cleans equipment, adjusts/repairs belts, changes oil, prepares items for storage, replaces light bulbs, etc.
- Paint when required.
- Documents all injuries that require medical attention.
- Prepares and submits reports, records, and inventories as directed.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a library activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions. Examples: unusual odors, discolorations, noises, leaks, etc.
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment. Examples: electrical, lighting, alarm systems, etc. as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect the library's property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Opens library as directed following safety procedures.
- Helps manage library's security. Assists rental groups as directed. Directs visitors as needed.
- Reports vandalism, graffiti, equipment malfunctions and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respect personal privacy. Maintains the confidentiality of privileged information.
- Participated in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

ABILITIES REQUIRED:

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.



- Maintains an acceptable record and is punctual.
- Anticipates time constraints. Manages tasks effectively to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Ability to read, understand, and comply with Safety Data Sheets.
- Ability to lift 70 pounds and physically manage bulk products and heavy unwieldy equipment.
- Ability to accommodate flexible and varying work schedules.

WORKING CONDITION:

- Balancing, bending, climbing, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particles, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Integrations with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Travelling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

PERFORMANCE EVALUATION:

- Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima Public Library.

The Lima Public Library is an equal opportunity employer. This job description identifies general responsibilities and is not to be a complete list of all duties performed. This document is subject to change in response to the needs of the Lima Public Library.

Posted: 9/4/24

Deadline: Open until filled