

# Library Building Maintenance Coordinator

## **Summary of Responsibilities:**

Maintains the library building, equipment and grounds in clean, orderly and functional condition.

## **Education and Training Required:**

- Required skills listed
- Must be over 21
- Working knowledge of building cleaning and maintenance work.

## **Requirements:**

- Attention to detail, self-motivated, knowledge of standard cleaning procedures
- Able to operate equipment needed to maintain a clean, safe environment
- Good oral communication skills
- Able to understand and carry out instructions furnished in written, oral and diagrammatic form
- Ability to lift 50 pounds
- Ability to use and climb a ladder
- Ability to stand and walk for up to four hours at a time
- Ability to reach, bend, grasp, push and pull
- Ability to move throughout the library
- Good vision and hearing

## **Reports to:**

Library Director

## **Duties/Responsibilities:**

- Receives and responds to oral and written instructions primarily from the Library Director, but also from other staff members.
- Prepares a systematic approach to the cleaning, repair, and maintenance of the building, grounds, and equipment and carries it out.
- Maintains safety sheets for chemical used in library
- Maintains inventory of cleaning supplies, materials, and equipment and orders supplies when necessary.
- Sets up tables and chairs and rearranges furniture as necessary for scheduled meetings and programs throughout the building.
- Develops a maintenance schedule for building equipment.
- Troubleshoots equipment problems.
- Assembles new equipment and furniture.
- Changes the outside sign when needed.
- Performs minor garden bed maintenance such as weeding the garden beds, laying mulch and trimming bushes or arranges for maintenance to be done professionally.

## Library Building Maintenance Coordinator

- Shovels sidewalk snow or arranges for snow service when necessary and maintains a safe, ice free entrance and sidewalk area during the winter.
- Performs other duties as required to maintain the library building, equipment and grounds in clean, orderly, and working condition.
- Duties also include but are not limited to:
  - Daily empties trash, spot cleaning, windows, disinfecting touch points
  - Painting
  - Powerwashing
  - Cleaning gutters
  - Changing furnace filters
  - Maintain an insect free inside building, and web free outside
  - Maintain sprinkler and communicates with lawn service
  - Use of power tools
  - Misc duties and cleaning as they come up

### **Schedule/Pay rate:**

\$15.00 per hour

approximately 15 hours per week

schedule to be determined but will include early mornings and at least 3 days a week