

# MAINTENANCE ASSISTANT

**Responsible to** Maintenance Supervisor

**Classification** Maintenance I

**Qualifications** Ability to plan, organize and perform duties with a minimum of supervision

Strong background in the field of maintenance, to include but not limited to: plumbing, electrical drywall repair, painting, grounds keeping, custodial and snow removal

Must maintain insurability under the library's vehicle liability insurance coverage. Periodically may travel for training and development assignments

Must maintain valid driver's license and meet the criteria for insurability under the library's policy

Ability to work days, evenings, and weekends as required

**Primary Function** Assist Maintenance Supervisor with library building duties

**Responsibilities**

1. Follows tasks outlined in the Maintenance Duty Schedule
2. Demonstrates knowledge of library policies and procedures
3. Supports Behavior Policy (library code of conduct)
4. Ability to work well with staff and public
5. Performs other related duties as required

## Physical Requirements

Physical requirements include ability to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must regularly lift and/or move over 50 pounds and occasionally lift up to 100 pounds with assistance.

## Maintenance Duty Schedule

1. Duties to be performed **before the library opens**
  - Check heating and air conditioning systems and other building equipment for proper operation
  - Clear walkways and entrances of obstructions
  - Check lights
  - Empty wastebaskets / remove rubbish
  - Clean restrooms and replenish supplies
  - Vacuum and spot clean as necessary
  - Dust uncarpeted floors and wet mop as needed (during winter months-wet mop daily)
  - Dust furniture
  - Sweep and straighten up outside entrances and stairs
2. Duties to be performed **daily when opening library**
  - Open library
  - Empty book and CD/DVD drop boxes
  - Straighten up yard
  - Deliver to and pick up mail at post office
  - Run other errands as needed
  - Clean meeting room
  - Wash entrance glass
  - Spot clean for fingerprints on glass surfaces (i.e., display cases, aquarium, etc.)
3. Duties to be performed **weekly**
  - Clean basement
  - Clean rubbish storage areas after rubbish pick-up
  - Polish all furniture
4. Duties to be performed **as needed**
  - Perform grounds maintenance including mowing, weeding, watering, trimming shrubbery, etc.
  - Paint
  - Clean tops of book shelves
  - Wash and polish floors
  - Clean window shades and blinds
  - Remove cobwebs
  - Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of the staff and public
  - Inventory, order and purchase maintenance supplies
  - Make any necessary repairs
  - Change heating systems pumps and bleed air off air separator
  - Set up meeting rooms as requested including tables, chairs and other equipment
  - Train and supervise maintenance personnel
  - Addition duties as requested
5. Duties to be performed at least **twice per year**
  - Wash Windows
  - Clean and dust lights; wash chandelier globes
  - Wash walls in restrooms
  - Damp clean furniture
  - Clean all air vents
  - Treat for insects
  - Deep carpet cleaning; more regularly if needed