

Job Title: **MAINTENANCE ASSISTANT**
Grade Level: III
Department: Administration
Status: Part-time (FLSA non-exempt)
Supervisor: Library Director

Job Summary: A non-professional grade position that involves general maintenance and cleaning of the facility.

Qualifications: Requires knowledge and work experience in maintenance and custodial work and ability to pass an annual physical exam. Must have a high school diploma or G.E.D., a valid Illinois Driver's License and access to a vehicle.

RESPONSIBILITIES AND DUTIES (ILLUSTRATIVE, NOT EXHAUSTIVE):

1. Performs general maintenance functions, i.e. changing light bulbs, furniture assembly, painting, minor electrical work and repairs, and other duties as outlined in the Building Maintenance Plan and other relevant documents.
2. Assists with snow removal and salting sidewalks, ramps, etc. as needed.
3. Performs cleaning inside and outside library facility as required.
4. Receives and responds to oral and written instructions from supervisor, as well as requests submitted verbally and in writing from other authorized library staff.
5. Performs walk-through inspections of the facility with the Library Director or designee.
6. Works with Library Director and designated staff in planning and implementing special projects.
7. Insures that maintenance/mechanical and janitorial areas of the facility remain orderly.
8. Observes and/or supervises the work of outside contractors working on the facility as needed or assigned.
9. Performs set-up and tear-down of meeting room furniture for various programming needs.
10. Attends appropriate meetings, workshops and seminars.
11. Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work unsupervised and communicate effectively and courteously with the public and library staff using both written and verbal communication skills.
2. Must possess a strong work ethic.
3. Excellent time management skills.
4. Ability to multi task, with high level of detail-oriented focus.
5. Ability to work independently.
6. Ability to work well with others and promote a positive work environment.
7. Knowledge and skill in the use of power and hand tools, cleaning equipment, and snow removal equipment.
8. General working knowledge and skill in painting, drywall, caulking, minor electrical and plumbing.
9. Knowledge of and ability to use commercial cleaning products and tools.
10. Ability to lift, bend and stoop, climb a ladder, and to remain on feet for long periods of time; ability to lift 80 pounds.
11. Ability to work inside or outside and in poor/inclement weather conditions.
12. Knowledge of and ability to follow safe work practices when using tools and equipment.
12. Ability to work additional hours if needed.

Approved, Library Board of Trustees – November 9, 2011; revised February 13, 2012.