

# LOUDONVILLE PUBLIC LIBRARY POSITION DESCRIPTION



MAINTENANCE ASSISTANT

## JOB SUMMARY:

**IMMEDIATE SUPERVISORS:** Director

**POSITIONS SUPERVISED:** None

Under minimal supervision, the Maintenance Assistant performs the day-to-day cleaning and sanitizing of the library, following a set weekly checklist. This position also assists with maintaining and cleaning the library grounds.

## QUALIFICATIONS:

- High school diploma or equivalent
- Ability to read and write with basic vocabulary
- Basic Computer Skills, including email
- Background Check Required
- Custodial or equivalent experience preferred
- Valid Driver's License and Insurance required

## KNOWLEDGE OF:

- Library policies, procedures and techniques (may be acquired after hire)
- Cleaning methods and applications
- Basic maintenance repairs
- Public sector PERRP and ADA requirements (may be acquired after hire)
- Safe work practices

## IMPORTANT SKILLS, ABILITIES AND CHARACTERISTICS:

- Follow oral and written instructions
- Observant of surroundings and takes a proactive approach in preventing disruptive or unsafe behaviors or conditions
- Work a flexible schedule to include evenings and weekends as needed
- Maintain effective working relationships with the Director and co-workers
- Courteously and effectively deal with a diverse public
- Handle multiple tasks concurrently
- Prioritize tasks
- Lift up to 50 pounds on a regular basis
- Perform manual tasks for prolonged periods
- Climb ladders
- Use in a safe manner, a variety of custodial and landscaping equipment, including chemicals and mechanized tools
- Ability to bend, stoop, reach, twist, and grasp
- Work independently in the absence of a supervisor

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The duties listed below are inclusive, but not limited to, the tasks performed by this classification.

### CLEANING:

- Vacuums rugs and carpets
- Spot clean rugs, mats, and carpets as needed
- Sweeps, mops, scrubs, waxes, and polishes floors as needed
- Dusts furniture, shelves, materials, and computers
- Cleans fixtures and changes light bulbs as needed
- Empties trash, puts trash out for weekly pickup, and returns receptacles to their proper places after trash has been picked up
- Cleans, disinfects, and removes debris from restrooms and drinking fountains daily
- Checks supplies in the restrooms and refills as needed
- Washes windows, glass doors, and display cases
- Cleans elevator and glass on lower level
- Washes and spot clean walls as needed
- Cleans public tables, chairs, countertops, door handles, and handrails
- Keeps entrance areas, parking lots, and landscaped areas clear of debris

### GROUNDS MAINTENANCE:

- Picks up trash around library entrances, grounds, parking lots, sidewalks, and stairwells daily
- Clears leaves from sidewalks and parking lots as needed
- Clears snow and ice from sidewalks as needed
- Removes debris from gutters and downspouts as needed
- Checks all exterior lights for cleaning and/or bulb replacement
- Maintains landscaping installations through regular weeding, periodic mulching, and the planting of annuals and other plants

### GENERAL SERVICES:

- Alerts Maintenance Custodian or Director of need for repair service, cleaning problems or concerns
- Inform Maintenance Custodian of needed custodial supplies
- Sets up and tears down meeting rooms and assists those using the meeting rooms and spaces as needed
- May be required to load, unload, lift, shelve, transfer and/or transport materials up to 50 pounds, including emptying book drop.

### ADDITIONAL DUTIES:

- Opens and closes the library as assigned
- Attend staff meetings
- Adhere, support, and effectively implement administration and library board policy
- Understands and upholds the principles of Intellectual Freedom
- Flexibility in duties and building presence during Loudonville Street Fair week
- Performs additional duties as assigned

***An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.***

**Overtime:** Non-Exempt

**Board approved:** 2/28/19