

Job Title: Maintenance
Classification: Support Staff IV (Full Time)
Department: Maintenance/Housekeeping
Pay Rate: \$16.00 -\$20.00 to start depending on experience
Benefits: Comprehensive benefits package: 20 vacation days; holidays; sick leave; medical, dental and vision insurance; OPERS (Ohio Public Employees Retirement System)
Weekly Hours: 40 hours per week
Schedule (subject to change): Includes daytime, evening and weekend hours (typically Monday –Friday, 7:00am – 4:00pm). On call for emergencies.

Purpose:

Responsible for the maintenance and safety of the Library building and grounds. Performs routine and preventative maintenance, minor repairs and is a resource person for contractors. Works in cooperation with the Library Housekeeping staff.

Reporting Relationship: Reports to Assistant Director.

Duties & Responsibilities:

- Makes semi-skilled repairs on interior and exterior building and equipment including painting interiors regularly, HVAC, plumbing, mechanical, electrical and emergency notification systems
- Performs daily tours of the Library to establish security and maintenance needs
- Meets frequently with Assistant Director to discuss building needs and makes recommendations to administration on selection of contractors for maintenance needs requiring licensed practitioners, repair or construction projects.
- Maintains grounds, lawns, parking lots and walks; Removes litter, rakes leaves, clears snow, salts walks, clears weeds, waters lawn and flowers.
- Assists State and local inspectors on building and equipment inspections
- Conducts routine and preventative maintenance
- Assembles and/or moves furniture and equipment as needed
- Clears roof of debris, cleans gutters as needed
- Moves tables, chairs, equipment for meetings/special events
- Travel may be required for needed parts and repairs
- Maintains building furniture, equipment and tool inventories.
- Maintains custodial supplies, tools and equipment in good order and orders needed replacements.
- Performs additional duties and assignments as requested

Knowledge, Skills, and Abilities

Basic Competencies:

1. Ability to work in a team environment
2. Sound judgment and strong professional ethics
3. Skill in Microsoft Office applications
4. Ability to organize work, set priorities and meet deadlines
5. Ability to organize works space, equipment and tools
6. Ability to adapt to the needs of the Library

Special Competencies:

1. Knowledge of basic maintenance, troubleshooting, problem diagnosis and repair tasks for electric, plumbing, safety and structural aspects of public facilities
2. Ability to lift and carry up to 75 LB
3. Ability to push 300 LB cart or container
4. Ability to think, act, and solve problems creatively

Education and Experience:*Required:*

High School Diploma or GED. Valid Ohio driver's license, proof of auto insurance, good driving record and background check.

Desired:

- College degree or some combination of college and facilities management
- Skilled in use of equipment/tools/supplies necessary to building and grounds maintenance
- Knowledge of HVAC systems
- Knowledge of safety practices
- General mechanical knowledge of electrical and plumbing systems
- Familiarity with sprinkler systems
- Skilled in basic carpentry and plumbing & electrical repairs

Equipment Frequently Used:

- Hand tools and power tools
- Power floor care and cleaning equipment
- Lawn maintenance equipment
- Snow removal equipment
- Power-man lift
- Pumps and compressors
- Sump pumps
- Ladders
- Building security systems
- Painting supplies
- Other various

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Grandview Heights Public Library.