

WILLIAM P. FAUST
Public Library of Westland

**MAINTENANCE ASSISTANT
Job Description**

RESPONSIBILITIES OF POSITION:

Under supervision, performs cleanup and maintenance of the library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

ESSENTIAL FUNCTIONS:

1. Performs regular inspection and preventative maintenance on the library's physical plant systems and promptly notifies the Library Director or his/her designee when major repairs or maintenance work are needed.
2. Performs routine maintenance and cleaning of the library building's halls, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary condition.
3. Performs year-round upkeep of library grounds through picking up trash, cutting grass, raking, pickup of litter, shoveling of snow, sanding of walks, and care of shrubbery and plantings.
4. Empties trash and recycling receptacles and readies trash for regular waste pickup. Keeps up-to-date on recycling procedures.
5. Maintains an orderly and sufficient supply of cleaning materials and promptly notifies the Library Director or his/her designee of re-ordering requirements.
6. Performs routine upkeep of library furnishings, furniture repair, and arrangement as necessary.
7. Performs upkeep of the library's physical appearance through the performance of minor tasks of painting, carpentry, electrical work and plumbing.
8. Oversees contractual vendors' responsibilities such as HVAC, building security, grounds work, etc.
9. Cleans carpets and strips and waxes floors.
10. Cleans all windows.
11. Changes all light bulbs and ballasts.
12. Unloads dishwasher and cleans refrigerators.
13. Cleans and buffs CDs and DVDs.
14. Live plant maintenance indoors.
15. Maintains fireplace.
16. Maintains lawn sprinklers.
17. Maintains pavilion area.
18. Maintains and cleans off-site storage unit.
19. Supervises the community service program for library maintenance areas.
20. Empties exterior collection return routinely and on holidays.
21. Prepares purchase orders and quotes for building supplies and maintenance.

22. Meeting room setup, takedown, and exit report.
23. Deliveries, sorting, and drop off at other sites.
24. Comes in for building security and maintenance calls after hours.
25. Uses own vehicle for deliveries and working with vendors.
26. This position requires complete confidentiality.
27. Serves as Supervisor-in-Charge on rotating basis.
28. Cross-training and working in other departments is a requirement.
29. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Ability to quickly and efficiently carry out custodial tasks according to a regular schedule and with a minimum of supervision.
2. Working knowledge of heating and air conditioning equipment and controls operation and maintenance.
3. Working knowledge of lawn and shrub care.
4. Ability to do minor plumbing and electrical repairs, carpentry, and painting projects.
5. Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment, and do other tasks as assigned.
6. Ability to deal harmoniously with patrons, vendors, and library staff.
7. Ability to work within all occupational working guidelines and to keep informed as to changes in them.

PHYSICAL DEMANDS OF POSITION:

1. Standing, walking, stooping, climbing using legs and feet.
2. Bending, twisting, and reaching.
3. Grappling, climbing using legs and arms, and balancing.
4. Sitting, kneeling, crouching, and crawling.
5. Talking and hearing; use of the telephone.
6. Far vision at 20 feet or further; near vision at 20 inches or less.
7. Lifting and carrying: 80 pounds or less.
8. Handling: hoeing a garden/flower plot, sweeping, mopping, dusting.
9. Fingering: using hand tools, painting, hammering, operating switches and valves.
10. Pushing and pulling: objects weighing up to 150 pounds.
11. Mobility: travel to locations outside the library building.

SKILL REQUIREMENTS:

Communication Skills: effectively communicate ideas and information both in written and oral form.

1. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
2. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
3. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
4. Time Management: set priorities in order to meet assignment deadlines.
5. Planning and Organizational Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods for accomplishing goals.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment.
2. Outside working environment: winter snow shoveling and sidewalks maintenance. Spring through fall grounds maintenance, grass and shrubs and building exterior upkeep.
3. Use of commercial/industrial cleaning chemicals.
4. Some climbing involved in upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings.
5. Flexible work hours including evening, weekend, holiday, and on-call hours.

EQUIPMENT USED:

Basic office equipment including minor repairs, standard hand tools, shovels, brooms, floor buffer; carpet cleaner, lawn equipment, snow blower, and other equipment as required.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED and post secondary technical training in building maintenance.
2. Three years of experience in a related building.
3. Possession of a Michigan motor vehicle operator's license.

Adopted Library Board, March 14, 2012