

Six Mile Regional Library District
JOB DESCRIPTION

Title: Maintenance & Custodial Associate
Title of Immediate Supervisor: Operations Manager
FLSA Status: Non-Exempt
Date of Approval: unknown
Updated: August 22, 2012

JOB SUMMARY

The Maintenance Associate is primarily responsible for the maintenance, repair, and custodial functions of the Six Mile Regional Library District buildings, facilities, and grounds. This includes performing maintenance and repair tasks, transporting library items and materials, and monitoring heating, ventilation, and cooling systems.

The Maintenance Associate works directly with the Operations Manager to meet the goals and objectives of the assigned unit and the SMRLD.

JOB DUTIES AND RESPONSIBILITIES

Essential Functions:

Responsible for maintenance, repair, and custodial tasks. This includes a necessary ability to recognize potential problems or areas of deficiency, as well as completing tasks as instructed.

May assist with the following duties as needed: sweeping, mopping, washing and waxing floors. Vacuums carpets and disposes of trash inside buildings and outside grounds. Cleans bathrooms, water fountains, windows, doors, internal fixtures, and furniture. Disinfects doorknobs, handrails, keyboards, and other similar items.

Responsible for maintaining and repairing lighting systems, shelving units, furniture (tables, chairs, stands, and other items), plumbing systems, and other building equipment.

May perform or assist with the following duties: mowing and trimming grass, lawn maintenance, watering plants, shoveling snow and removing ice from sidewalks, disposing of trash and brush.

Support other departments and library programs by moving furniture, setting up and taking down special displays, delivering supplies (such as copy paper), and as needed clean-up.

Responsible for making sure building is locked and secure during non-business hours. When closing either building, will ensure that non-necessary lighting is turned off, all

areas have been inspected and no patrons or staff are present, and that all exterior doors are locked and the alarm is enabled. Occasionally may receive after-hours calls from alarm monitoring company; responsible for responding to security calls.

Responsible for keeping track of maintenance and custodial inventory and notifying those responsible for ordering more supplies as necessary.

Performs seasonal duties and special projects as needed, such as seasonal decorations or assisting with special displays, both on and off-site. Sample duties include: yard and lawn maintenance, watering outdoor plants, basic repair and maintenance of heating, ventilation and cooling system, painting, patching walls, carpentry, electrical, plumbing, and related tasks.

Follow procedures specific to department/unit assignment and the library as a whole.

Perform other duties and responsibilities as assigned within the scope of the position or level of expertise.

Attend courses, workshops, conferences, etc. of continuing education each year in the appropriate area(s) of responsibility.

Occasionally pick up or deliver persons, supplies, or materials to locations within the Greater St. Louis Metropolitan area.

ENVIRONMENTAL - ATMOSPHERIC CONDITIONS

Work is usually performed at the Delmar Avenue location. Travel between buildings and evening hours are required.

POSITION QUALIFICATIONS

Education

Minimum requirements include: High school diploma or equivalent.

Experience

A combination of three to five years maintenance and custodial experience.

Knowledge, Skills and Abilities

Knowledge and comprehension of basic facility maintenance and repair, including electrical, plumbing, heating, ventilation and cooling systems, plus carpentry and custodial practices.

Ability to change lighting ballasts and bulbs, electrical outlets, light switches, etc.

Ability to operate maintenance and cleaning equipment.

Ability to organize time, prioritize work, and multi-task in order to support multiple assignments, sometimes under a deadline. Ability to receive direction and to work without supervision.

Ability to continually display professional business attitude with a pleasant demeanor while working in a customer service oriented organization.

Ability to embrace change and to work in an organization that values continuous learning.

Ability to work and interact well with board members, the public, vendors, and internal staff.

Ability to be creative in identifying new trends, processes, and programs that are consistent with the Operations mission of SMRLD and appropriate for SMRLD.

Ability to evaluate situations and to exercise tact, courtesy, and good judgment.

Ability to travel as required.

Physical Requirements

Position requires sitting, standing, walking, stooping or crouching, kneeling, reaching, grasping, climbing, hearing, and talking. Must be able to lift and maneuver moderately heavy loads and bulky items, such as furniture, boxes of books, etc. Must be comfortable with heights and using ladders.

Requires the ability to exert up to 75 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet. Manual dexterity in order to work with tools and input data on a keyboard.

Licensing

Must have a valid driver's license and current automobile insurance.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.