

MANITOWOC PUBLIC LIBRARY

JOB DESCRIPTION

Job title: **Maintenance Specialist**

Reports to: Facilities Manager

Pay grade: **C**

FLSA status: Nonexempt

Position Number:

POSITION OVERVIEW

Performs custodial work and maintains library building and grounds. To ensure success, the employee will uphold the established core competencies of communication/customer service, professionalism/leadership, productivity/teamwork/attendance, job knowledge and following policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. CUSTODIAL/JANITORIAL: Maintains appearance of building and grounds
 - a. Performs routine custodial tasks, as conditions or scheduling requires
 - b. Assists in emergency situations that call for immediate and custodial attention, such as bodily fluids, blood borne pathogens (BBP), hazardous materials, or unusual restroom scenarios. Acts as the lead building contact when building conditions warrant emergency personnel to be on site
 - c. Performs emergency duties and provides resources needed in times of weather-related issues such as icy conditions, snow removal, mopping of interior entry ways and vacuuming carpets
 - d. Assists in setting up layouts for library programs or private events
2. MAINTENANCE: Ensures maintenance and security of patrons, staff, buildings and grounds
 - a. Enforces the library's policies and procedures and works to support safety and security of the library building and grounds
 - b. Proficient in the library's primary security systems, such as camera surveillance, fire/smoke alarms, fire extinguishers and intruder alarms
 - c. Assists in maintaining the library's small engine equipment such as snow blower, lawn mower, etc.
 - d. Assists in maintaining the library's building and internal operating systems such as HVAC, electrical, roof, etc.
 - e. Regularly interprets and chronicles maintenance logs for all support systems vital to the safe and efficient operation of the building, such as HVAC, elevator, fire/security controls, grounds, etc.
 - f. Assist in both small and large-scale project management, requiring a basic understanding of blueprints as well as construction methods and terminology
3. OPERATIONS: Oversees minor operational duties as needed.
 - a. Assists in minor supervisory duties of seasonal or volunteer staff
 - b. Completes a monthly report of work activities and project progress
 - c. Authorized to contact vendors/contractors during emergencies or when situations necessitate professional mediation

- d. Assists in formal demonstrative or informational presentations to the library board, library management team, the public, or where deemed necessary

QUALIFICATIONS NEEDED

EDUCATION/EXPERIENCE:

1. High school diploma or GED; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
2. Must be at least 18 years old
3. *Preferred:* Three to five years related experience

KNOWLEDGE, SKILLS & ABILITIES:

1. Strong verbal and written communication skills
2. Ability to represent the library in a responsible, professional and trustworthy manner
3. Ability to adapt to changes in the work environment
4. Ability to maintain a calm demeanor under stressful or unsettling circumstances
5. Ability to follow detailed verbal and written instructions
6. Ability to work independently with minimal supervision
7. Ability to work efficiently while paying close attention to detail
8. Ability to multitask and prioritize
9. Ability to establish and maintain cooperative and courteous working relationships with staff, contractors/vendors, other city department staff, board/council members, and the general public.
10. Ability to meet the flexible scheduling needs of the library
11. General mathematics skills
12. Ability to perform minor repairs on maintenance equipment
13. Must be adept and knowledgeable in the use, performance and application of cleaning chemicals and tools
14. Basic general computer skills, including keyboarding, word processing and email
15. Ability to use library and general office equipment, including computer, printer, photocopier and telephone

PHYSICAL DEMANDS

1. Frequently stands, walks, kneels, reaches, holds, talks and uses repetitive movements at all levels
2. Makes use of computer keyboard/technology when necessary
3. Specific vision abilities required by this position include close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus
4. Frequently lifts up to 10 pounds, climbs stairs, stoops, kneels, crouches and crawls
5. Physical capacity and ability to effectively operate and maneuver numerous and varied janitorial tools and equipment
6. Physical ability to operate and manipulate meeting room equipment and furniture
7. Physical ability to lift or carry objects weighing 50 pounds. Capacity to push or pull carts that may weigh more than 150 pounds
8. Ability to work at varying heights with the knowledge and skill of using the appropriate equipment, such as ladders, safety harnesses, and pneumatic lifts. This may include access to the roof, as well as interior heights reaching the main room ceiling

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The Manitowoc Public Library Board of Trustees retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The Manitowoc Public Library is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Board Approved: