

Maintenance Technician

Job Description

The main purpose of this position is to provide general cleaning and maintenance services to all locations in the MPHPL system.

Details

LOCATION: Bittersweet Branch (other locations as assigned)

DEPARTMENT: Maintenance

HOURS: Part-Time

- 20 hours per week
- Rotating Saturday hours will be required.

WAGE: \$25.88

Essential Job Duties

- Performs daily detailed cleaning of the Bittersweet Branch, including cleaning windows, dusting windowsills, shelving and baseboards, etc.
- Participates in the maintenance and repair of assigned MPHPL buildings and contents and completes work orders, as assigned.
- Assists in the maintenance of building exteriors and grounds.
- Paints walls, ceilings and doors, as assigned.
- Assists in the set-up and tear-down of meeting rooms for programs and events.
- Completes delivery service between three branches, as assigned.
- Performs other job-related duties, as assigned.

Requirements

Qualifications

- High School diploma or G.E.D. equivalent
- Two to 3 years consistent experience working as a cleaning provider &/or in a maintenance department
- Strong understanding of cleaning and maintenance practices, procedures and products
- Ability to communicate well with supervisors and staff
- Valid Indiana driver's license

Physical Requirements

- Ability to perform work involving heights (i.e. ascend to ceiling in a powerlift, rooftop, etc.)
- Ability to climb a ladder
- Ability to lift and move up to 50 lbs.

- Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead
- Ability to occasionally sit for short periods of time while keyboarding
- Must have a clean driving record to drive library vehicles

Additional Details

CLASSIFICATION: 4-Maintenance

CERTIFICATION: n/a

FLSA STATUS: Non-exempt

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees

DIRECT SUPERVISOR: Maintenance Manager

How to Apply

- Download a MPHPL Employment Application
- Submit application to hr@mphpl.org

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