

JOB DESCRIPTION

POSITION: Maintenance/Custodial Technician

LOCATION: Mishawaka Library

CLASSIFICATION: 4-Maintenance

HOURS OF WORK: Full-time/40 hours per week. Monday-Friday (some Saturday work may be required). Should the library be open on Sundays, some Sunday work will be required.

WAGE: \$21.00 per hour

FLSA Status: Non-Exempt (Hourly)

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

DIRECT SUPERVISOR: Maintenance Manager

QUALIFICATIONS AND WORK SKILLS:

1. Experience working in a maintenance department &/or a cleaning company
2. Strong understanding of maintenance practices, procedures and products
3. High school diploma or G.E.D. equivalent
4. Ability to communicate well with supervisors and staff
5. Valid Indiana driver's license required

RESPONSIBILITIES AND DUTIES:

Provides general cleaning and maintenance services to support all locations in the MPHPL system.

Essential Job Duties:

1. Performs weekly inspection and cleaning of each location, including window cleaning, dusting window sills, shelving and baseboards, etc.
2. Participates in the maintenance and repair of assigned MPHPL buildings and contents and completes work orders as assigned
3. Ensures commercial cleaning services vendor is adhering to daily task lists and reports deficiencies to Maintenance Manager
4. Adheres to a preventative maintenance schedule
5. Assists in the set-up and tear-down of meeting room for programs and events
6. Paints walls, ceilings and doors as needed

7. Assists in the maintenance of building exteriors and grounds
8. Completes courier service between the three branches as assigned
9. Performs other job-related duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to perform work involving heights (i.e., ascend to ceiling in a powerlift, rooftop, etc.)
2. Ability to climb a ladder
3. Ability to lift and move up to 50 lbs.
4. 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
5. Ability to occasionally sit for short periods of time while keyboarding
6. Must have a clean driving record to drive library vehicles

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

September 2021