

CUSTODIAL/MAINTENANCE

NATURE OF POSITION

This is varied custodial work involving some semi-skilled maintenance work. Responsible for general cleaning, building and grounds maintenance, and repair. Generally work without supervision receiving specific instructions on unusual jobs. Supervised by the Maintenance Supervisor and the Managing Librarian.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System.
- Follow established library policies and procedures for employees.
- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Ability to establish and follow effective cleaning and maintenance routines.
- Ability to work well with minimum supervision.
- Ability to read and understand operational and maintenance manuals, blueprints, and to follow directions.
- Ability to train and supervise part time and substitute custodial/maintenance staff.
- Knowledge of and ability to perform building and equipment repairs, monitor gauges, energy management systems, and maintenance of filters, belts, and lubrication of motors.
- Knowledge of and ability to perform grounds maintenance.
- Bend, twist, lift, carry books, magazines, and audio visual equipment and transport materials weighing up to 30 pounds on a regular and repetitive basis, occasionally lifting up to 50 pounds.
- Push carts holding similar materials throughout the work site, and transport materials and equipment from one location to another.
- Possess knowledge of cleaning materials and their safe use.
- Ability to communicate clearly and effectively, utilizing good grammar.

MINIMUM QUALIFICATIONS

High School diploma or the equivalent.

Two years of building custodial work experience, or

The equivalent combination of training and experience.

HVAC experience is preferred, but is not required.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

-Repair and maintain facilities, including painting of doors, windows, walls, fixtures and equipment.

-Repair library furniture.

-Clean and do minor repairs on heating and ventilating systems, plumbing fixtures and electrical systems (replace light bulbs, adjust timers, etc.)

-Make minor carpentry repairs.

-Sweep, mop, polish floors, vacuum carpet, wash walls, windows and woodwork.

-Dust, polish, arrange and move furniture and equipment.

-Operate, clean and maintain grounds equipment (shovel snow, salt, operate tractor with snow blower and mowing deck, trim hedges, maintain plantings, etc.)

-Assist in clearing the return drop box.

-Use a computer to send and answer e-mail.

-Use a computer to operate energy management system.

-Perform related work as required.