

Franklin-Springboro Public Library Job Announcement
Building Operations and Shuttle Services Associate
Full Time (37.5 hours per week)

Description:

Performs a variety of semi-skilled work in the maintenance, janitorial, repair, and alteration of library facilities. Helps supervise work done by hired contractors. Delivers library materials to homebound patrons, nursing homes, and other locations using the library vehicle. Picks up library materials from remote library book drops. Shuttles library materials between Franklin and Springboro Libraries.

Qualifications:

- Must have a valid Ohio driver's license and a clean driving record.
- Works flexible hours and on call as needed.
- Must be able to bend, crouch, climb, or squat during building maintenance activities.
- Must be able to push and pull equipment that exceeds 100 pounds or lift heavy equipment, ladders, book bins, or supplies up to 50 pounds.
- Computer literacy sufficient to understand and operate HVAC software.
- Able to read, write, speak and understand the English language and communicate clearly and concisely, both orally and in writing.
- Able to read and interpret sketches, diagrams, and blueprints.
- Able to perform semi-skilled building maintenance and repair work.
- Makes minor carpentry, electrical, mechanical and plumbing repairs. Replaces florescent tubes, light bulbs, and ballasts.
- Moves, assembles, and repairs furniture and equipment.
- Runs computer cabling when needed.
- Performs touchup and finish painting of interior and exterior facilities.
- Weeds landscaping beds. Trims bushes. Sprays bushes for insect and disease control.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Regularly maintains outside grounds and walks.
- Uses vacuum cleaners to clean upholstered rugs, carpet, furniture, blinds, and ceiling tiles.
- Dusts furniture, shelves, and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Inspects facilities to identify building maintenance and security needs, and take corrective action.
- Able to repair and maintain a variety of mechanical equipment.
- Must have knowledge of tools and equipment used in building and custodial maintenance, reconstruction, and repair work.
- Does daily shuttle of library materials between Franklin and Springboro Libraries. Picks up materials from remote book drops.
- Delivers daily shuttle of mail to the post office.
- Delivers library materials to homebound patrons.
- Delivers books to various Book Share program locations.
- Maintains library vehicle through routine maintenance, cleaning, and repairs. Fills the library vehicle with gas on a regular basis.
- Performs work in compliance with all applicable legislation, codes, and library policy and procedures.
- Must have knowledge of safe work practices.
- Able to maintain composure and emotional balance while handling a variety of duties, deadlines, and complaints.
- Maintains good relations with library patrons, contractors, and staff.
- Works independently in the absence of supervision.
- Perform other duties as assigned.

Minimum Education & Experience Required

Must be a high school graduate or GED equivalent. Education or training which provides the ability to read and write at a level necessary for successful job performance. Experience or training in semi-skilled building and equipment maintenance.

Interested persons should complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities.

The Franklin-Springboro Public Library is an equal opportunity employer.