**Clark County Public Library – Employment Opportunity**

**Job Title: *Building Maintenance Worker*** | Grade 12 | Full-time - 40 Hrs. | FLSA: Non-Exempt

**Location:** Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under general supervision of the Library Director, the *Building Maintenance Worker* performs a

variety of tasks as related to the maintenance and upkeep of Clark County Public Library system.

***APPLICATION PACKET:*** (all items are required) **Incomplete/illegible Applicant Packets may be disqualified**

**1*.* Completed CCPL *Employment Application* –** Available at library locations or two (2) formats available online at**:** [***CCPL Employment Application***](https://ccplohio.org/employment). **2*.* Cover Letter 3*.* Résumé 4*.* Three (3) professional references**

***SUBMIT*: by mail or in a sealed envelope to any CCPL location, addressed to**:

**William Martino, Director’s Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080**

***OPEN UNTIL FILLED* – Review of complete, accurate submissions begins immediately upon receipt**.

**Minimum EDUCATION & EXPERIENCE REQUIRED:**

* High school diploma or equivalent, certification from a trade school preferred

and

* Considerable experience in the maintenance of buildings and equipment including plumbing and HVAC

* Equivalent combination of education, training and experience may be considered

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

* Possession of a valid Ohio Driver’s license or ability to obtain one, and insurable driving status
* Operates materials-handling equipment: hand trucks, dollies, sliders, pallet jacks, etc.; operate and carry power tools and light machinery
* Knowledge of basic building maintenance and repair methods and practices: HVAC systems, carpentry, plumbing, electrical work, painting, and other related areas; safety practices, cleaning methods, and materials handling
* Familiarity with conducting computer searches, cost analysis, cell phone usage, inventory control methods
* Moderate to high level of physical activity. Ability to work independently with minimal supervision
* Effective written and verbal communication skills; understand and follow written and verbal direction
* Represents the Library in a positive manner and adhere to library’s customer service procedures
* Employment offer conditioned upon the candidate passing criminal background and reference checks
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process. View the ***[Position Description](http://ccplohio.org/wp-content/uploads/2020/12/PDBldgMaintWrkr1220.pdf)*** for detailed physical requirements

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: *(See*** ***[Position Description](http://ccplohio.org/wp-content/uploads/2020/12/PDBldgMaintWrkr1220.pdf)*** ***for more detail)***

* Repairs and helps maintain mechanical and electrical equipment, carpentry, performs minor plumbing work, installs equipment and lights, inspects library buildings and equipment

* Maintains inventory of fixed assets; monitor purchasing of cleaning supplies and maintenance materials
* Delivers library materials to library locations, moves supplies, equipment and furniture to and from Main and Branch locations, with assistance if necessary
* Paints interior and exterior of buildings and other surfaces, as assigned
* Assists with grounds keeping/snow removal as needed

* Acts as contact with vendors, verifies vendor invoices/work orders to ensure work was completed accurately and on budget
* Able to work a flexible schedule, which may include evening and/or weekend on-call duty. Occasionally required to work overtime. May need to work on short notice for library emergencies

**Salary and Benefits:** $14.14 per hour. Ohio Public Employees Retirement System membership; employer-paid term life insurance; two (2) wks. vacation, ten (10) holidays, and sick leave according to CCPL Personnel Manual guidelines. Health and voluntary life insurance offering. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).

***Clark County Public Library is an Equal Opportunity Employer***