MAINTENANCE WORKER MAIN LIBRARY

FULL-TIME POSITION OPEN  
(Grade UH)

**Basic Function:**  
Performs semi-skilled maintenance tasks of library buildings and equipment.

**Distinguishing Features of the Class:**  
This classification is responsible for the upkeep, heating and general maintenance of library buildings. The work requires performance of the more responsible and semi-skilled functions in a safe and efficient manner. The work is performed under the general supervision and inspection of the Facilities Manager.

**Characteristic Duties and Responsibilities:**  
Makes semi-skilled repairs on the interior and exterior of buildings, and on facility equipment.  
Paints buildings, structures, and fixtures using brushes, rollers, and spray guns after determining proper coating and application method.  
Replaces and repairs bathroom facilities and fixtures; repairs toilets, urinals, water fountains, and other plumbing fixtures.  
Notifies supervisor about major work required on buildings and facility equipment.  
Maintains proper heating and air-conditioning of buildings, checking filters periodically.  
Checks temperature of building in summer and winter and makes adjustments to thermostats.  
Repairs, plasters, hangs, and finishes drywall.  
Repairs roofs, ceilings and installs drop ceilings.  
Maintains grounds, lawns and walks and removes litter.  
Trims and cultivates trees and shrubs and performs other landscaping chores.  
Sets up chairs and equipment for meetings and special events.  
Relocates various items such as furniture and library equipment to central storage areas.  
Performs minor servicing, maintains fuel supply and makes minor repairs to vehicles.  
Assists in the receiving of shipments and the delivery of library materials.  
Picks up and delivers mail to the Post Office.  
Maintains inventories of maintenance supplies.  
Serves as lead person for temporary workers.  
Replaces lamps and ballasts and other minor electrical repairs.  
Clears snow and ice.  
Maintains and operates small engine equipment.  
Performs work from ladders and lifts.

**Supervisor:** Director of Facilities

**Knowledge, Skills and Abilities:**  
Good knowledge of maintenance and custodial requirements; ability to plan and supervise the work of others; dependability; tact and courtesy; ability to work in a team environment; good judgement. Ability to lift and carry items weighing up to 75 pounds.

**Education, Training and Experience:**  
Requires a high school education or equivalent supplemented by vocational training of up to 18 months in one or more maintenance trade areas and up to two years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Requires a valid Ohio driver's license and proof of insurance. Must meet insurability requirements of the Library’s insurance provider.

Other:

Full-time, 38 hours per week, available for maintenance worker to perform semi-skilled maintenance and custodial activities for the library system (Main Library and five branches) including equipment, buildings, and grounds. $19.707 per hour depending on training and experience. Previous experience maintaining a public building preferred. Requires a valid Ohio driver's license and proof of insurance. Must meet insurability requirements of the Library’s insurance provider. Post-employment offer medical examination required. Schedule will include daytime, evening, and weekend hours (including Sunday), and may include working a six day workweek and/or a split shift.

CLOSING DATE FOR INTERNAL: Monday, May 1, 2023

**CLOSING DATE FOR EXTERNAL**: Open Until Filled