

POSTING-DICKINSON COUNTY LIBRARY

POSITION TITLE: CUSTODIAN

Level: LEVEL II

RATE OF PAY: 2022 Wage Scale/Starting: \$13.10/hour

Posting Date: July 1, 2022

NATURE OF WORK:

This is a parttime position with most of the hours worked spent at the Main Library but may be scheduled to assist with custodial duties at the Norway Branch and periodically perform duties at the North Dickinson Branch as needed. The person holding this position is expected to provide a clean, attractive, safe, and well-maintained library environment inside and out.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Cleans all interior areas of the library, as well as the exterior of the building.
A checklist may be provided to reflect the needs of the library.
2. Maintains all floor surfaces, as appropriate, by sweeping, mopping, vacuuming, or shampooing at the Main Library, Norway Branch and North Dickinson Branch.
3. Disposes of all refuse and recycling appropriately.
4. Lifts, carries, and moves equipment, furniture, packages, and materials.
5. Sets up and removes equipment and furniture for special programs as needed.
6. Performs basic installations and repairs as needed.
7. Monitors electrical, plumbing, fire, security and other systems in the building and alerts Maintenance Specialist or administration when professional maintenance is needed.
8. Responsible for assisting with snow removal and year-round maintenance of library grounds. This includes shoveling, mowing, removal of weeds, raking, and other lawn work as needed.
9. Monitors patron use of facilities and reports any inappropriate behavior.
10. Attends staff, committee and Board meetings as assigned.
11. Flexibility and ability to work day, evening, and weekend hours at alternate locations as scheduled or as needed.
12. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of janitorial responsibilities and maintenance; six to twelve months experience in this area preferred.
2. Ability to quickly and efficiently carry out custodial tasks according to a regular schedule and with a minimum of supervision.
3. Ability to schedule and prioritize routine duties and projects.
4. Analytical and mechanical abilities sufficient to perform troubleshooting and minor repairs.
5. Excellent interpersonal skills for dealing pleasantly and cooperatively with staff and patrons and always presents a professional and neat appearance.
6. Possession of valid Driver's License.

EXPERIENCE AND TRAINING

Completion of course works equivalent to the academic requirements of a High School diploma or G.E.D. equivalent.

Experience in areas of maintenance, construction management, or mechanical systems preferred.

PHYSICAL DEMANDS

1. Standing, walking, stooping, climbing using legs and feet.
2. Bending, twisting, and reaching.
3. Grappling, climbing using legs and arms, and balancing.
4. Sitting, kneeling, crouching, and crawling.
5. Lifting and carrying: ability to occasionally lift and/or carry objects which may exceed 50 pounds.
6. Handling: sweeping, mopping, dusting, and raking.
7. Fingering: using hand tools, painting, hammering, operating switches and valves.
8. Pushing and pulling: objects weighing up to 150 pounds.
9. Mobility: travel to locations outside the library building.
10. Ability to climb ladders.

The intent of this summary is to characterize the typical duties and responsibilities that will be required of individual positions assigned to this classification and should not be construed as representing the specific duties and responsibilities of any particular position. Employees may be expected to perform their related duties which are specific to their area that may not be reflected in this class summary.