

Dickinson County Library

POSITION TITLE: MAINTENANCE SPECIALIST
LEVEL: III-IV

NATURE OF WORK:

This is a full-time position with most of the hours worked spent at the Main Library but also performs regular custodial duties at the Norway Branch and periodically performs duties at the North Dickinson Branch. This position requires the exercise of considerable skill, initiative, and independent judgment. The person holding this position is expected to oversee and provide a clean, attractive, safe, and well-maintained library environment inside and out.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. In coordination with custodian, cleans all interior areas of the libraries, as well as the exterior of the buildings as needed.
A checklist may be provided to reflect the needs of the library.
2. In coordination with custodian, maintains all floor surfaces, as appropriate, by sweeping, mopping, vacuuming, or shampooing at all branches as needed.
3. Coordinates all facility maintenance with Administration.
4. Acts as project manager for special projects as assigned. Assists with preparing bids, seeking bids, communicating with contractors, and project implementation and completion.
5. In coordination with custodian, disposes of all refuse and recycling appropriately.
6. Lifts, carries, and moves equipment, furniture, packages, and materials as needed.
7. Sets up and removes equipment and furniture for special programs as needed.
8. Performs various carpentry, plumbing and other installations and repairs.
9. Monitors electrical, plumbing, fire, security and other systems in the building and alerts administration when professional maintenance is needed. Coordinates with professional services as needed to complete maintenance and repairs.
10. Maintains an inventory of supplies, parts, tools, and equipment.
11. Responsible for snow removal and year-round maintenance of library grounds.
12. Maintains exterior of Main Library and Norway Branch facilities.
13. Monitors patron use of facilities and reports any damage, hazards, concerns, or inappropriate behavior.
14. Attends staff, committee, and Board meetings as assigned.
15. Assists with staff training on security and safety features of the facility.
16. Flexibility and ability to work during day, evening, and weekend hours at alternate locations as scheduled or as needed.
17. 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 carry out custodial tasks quickly and efficiently according to a regular schedule and with a minimum of supervision.

3. Ability to schedule and prioritize routine and special 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 presents a professional and neat appearance at all times.
6. Basic computer skills necessary for email communication.
7. 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.

LEVEL

An employee in this position will begin as a Level III and may promote to Level IV upon demonstration of the mastery of skills and experience required and preferred for this position.