16.3.1 JOB TITLE: Maintenance Technician  
DEPARTMENT: Administration  
REPORTS TO: Business Manager

POSITION SUMMARY:  
This non-exempt, full or part-time position is responsible for the general upkeep of the library building and property, both inside and out.

Responsibilities and Duties:  
• Provides friendly, courteous and accurate service to all users.  
• Responds to emergencies 24/7.  
• Performs repairs and various exterior and interior projects, including carpentry, electrical and plumbing.  
• Performs duties as required to keep the building and grounds clean, attractive and safe, including but not limited to cleaning, painting, trash removal, recycling, snow removal, watering and weeding.  
• Assembles and moves furniture.  
• Monitors Custodian’s work.  
• Maintains maintenance closet in a clean and uncluttered condition.  
• Keeps custodian’s closet stocked with supplies.  
• Checks notebook daily for special projects.  
• Notifies Business Manager of needed supplies.  
• Assembles and moves furniture.  
• Monitors Custodian’s work.  
• Maintains maintenance closet in a clean and uncluttered condition.  
• Keeps custodian’s closet stocked with supplies.  
• Checks notebook daily for special projects.  
• Notifies Business Manager of needed supplies.  
• Inspects all fire extinguishers, initials and dates the tag monthly.  
• Washes all interior/exterior windows twice a year.  
• Cleans blinds twice a year.  
• Responsible for meeting room set-ups when needed.  
• Consults with Business Manager in regards to appropriate contract and vendors.  
• Maintains all building system information as required by OSHA, including keeping up to date information of all solvents and chemicals used on library grounds.  
• Maintains appropriate communication and attitude with library staff.  
• Complies with all library and personnel rules and regulations.  
• Performs other work as assigned.

Knowledge, Skills and Abilities:  
• Knowledge of HVAC, electrical, water systems, fire protection and security system.  
• Proficiency in the use of computer technology and office equipment.  
• Ability to operate basic hand tools.  
• Knowledge of basic carpentry, electrical and plumbing skills.  
• Ability to work independently.  
• Ability to exercise reasonable and independent judgment and discretion.  
• Ability to prioritize multiple tasks.  
• Ability to work effectively on a team.  
• Knowledge of the methods, materials and equipment used in cleaning and maintenance work.  
• Ability to communicate effectively orally and in writing.  
• Ability to work the hours needed to complete the responsibilities of the Maintenance Technician.
• Possess a full range of body motions, including standing, sitting, bending, walking, stooping, reaching in tight spaces and climbing vertical and step ladders.
• Ability to lift and carry up to 80 pounds and access library areas.

Qualifications:
• High school diploma or GED.
• Minimum of five (5) years maintenance experience required.
• Reads, understands, writes legibly and speaks articulately in English.
• Position requires day, evening and weekend hours as needed.
• Must possess a valid Driver’s License, proof of insurance and a vehicle to be used for Library business.