16.3 JOB TITLE: Maintenance Assistant  
DEPARTMENT: Administration  
REPORTS TO: Business Manager  

POSITION SUMMARY:  
This non-exempt, part-time position is responsible for repairs, major cleaning and maintenance of the interior and exterior of the building.

Responsibilities and Duties:  
- Provides friendly, courteous and accurate service to all users.  
- Notifies Business Manager of needed supplies.  
- Responds to emergencies 24/7.  
- Monitors HVAC, electrical and water systems.  
- Performs minor repairs and various exterior and interior projects.  
- Assembles furniture and moves items.  
- Replaces interior and exterior light bulbs and ballasts.  
- Checks Custodians work.  
- Maintains maintenance closet in a clean and uncluttered condition.  
- Cleans back and front entrances.  
- Empties all outside trash cans.  
- Empties all recycle bins.  
- Keeps janitor’s closet stocked with supplies.  
- Breaks down boxes.  
- Checks for ample supply of library bags.  
- Checks notebook daily for special projects.  
- Sweeps and mops back office floors.  
- Vacuums all carpeted areas.  
- Vacuums runner at the back office door.  
- Cleans interior window sills.  
- Dusts window seats.  
- Shakes all fire extinguishers, initials and dates the tag monthly.  
- Mops and waxes Teen Room, tile areas in the Youth Services Department, and North meeting room kitchen.  
- Shampoos mats at the front and back entrances.  
- Washes out trash containers especially where food is discarded.  
- Cleans HVAC grills.  
- Washes all interior/exterior windows twice a year.  
- Cleans blinds twice a year.  
- Maintains appropriate communication and attitude with library staff and users.  
- Complies with all library and personnel rules and regulations.  
- Performs other work as assigned.
Knowledge, Skills and Abilities:

- Ability to work independently.
- Ability to exercise initiative and make independent decisions.
- Ability to use sound judgement and logical reasoning to resolve problems.
- Ability to work effectively on a team.
- Demonstrated knowledge of maintenance equipment and products.
- Ability to communicate effectively.
- Ability to work the hours needed to complete the responsibilities of the Maintenance Assistant.
- Ability to reach, bend, stoop and lift up to 40 pounds and access library areas.

Qualifications:

- High school diploma or GED.
- Minimum of two (2) years maintenance experience required.
- Reads, understands, writes legibly and speaks articulately in English.
- Position requires day, evening and weekend hours.
- Access to transportation.