Cortland Free Library

Job description

**Job Title:** Library Maintenance Technician

**Pay Classification:** Hourly, Part-time

**FLSA Status:** Non-exempt

**Job Summary:**  The Library Maintenance Technician will maintain the appearance of the interior and exterior of the library, its grounds and the parking lot in order to provide a clean, safe atmosphere in and out of the building. The library will provide commonly used tools and supplies.

**Supervision Received:** Works under the general direction and supervision of the Library Director and the Assistant to the Director. The employee will have some latitude for the exercise of independent judgement and initiative.

General Responsibilities:

Custodial:

* Responsible for all cleaning of the building and its grounds and for the condition of the building in order to assure the physical comfort and safety of both the staff and patrons
* Efficient performance of all tasks
* Responsible for handling of chemicals including but not limited to drain cleaner, ice melt, household bleach, and others as necessary.

Maintenance:

* Perform routine maintenance tasks including furniture repair, dismantle bookcases, unclog drains, change light bulbs, paint, clean windows, ceiling and light fixtures, etc. as needed.

Specific Duties

*Daily*

* Clean restrooms – fixtures, mop floors, replace toilet paper, soap, and paper towels
* Empty wastebaskets and recycling containers at each staff desk and in public areas.
* Clean glass in entry doors.
* Vacuum, sweep and/or mop entrance areas, main floor, mezzanines, art gallery, periodical room, youth services areas, stairs, and hallways.
* Pick up trash around the outside perimeter of the building.

*Weekly*

* Remove trash and recyclables from building to curb for pick-up.
* Prepare items for recycling or disposal.
* Sweep, mop, and vacuum all floor areas including kitchen and staff lounge.
* Clear cobwebs throughout building.
* Dust microfilm machines, public computer areas, and offices.
* Dust and clean, shelving, window sills and other woodwork.
* Mow and edge lawn (seasonally).

*Monthly*

* Wash interior windows as needed.
* Wipe down / clean non-cloth furniture.

*Yearly*

* Wash reachable exterior windows.
* Clean debris from drains on the roof.

*As Needed*

* Coordinate with the Assistant to the Director on orders and costs for cleaning and building supplies.
* Keep the Assistant to the Director apprised of any items in need of special care or maintenance by qualified personnel.
* Maintain a neat, clean work area (janitor’s closet and basement workbench) and well stocked supplies.
* Replace non-functioning light bulbs or tubes immediately.
* Clean light fixtures.
* Make repairs to furniture.
* Spot clean carpets and cloth furniture.
* Conduct regular reviews of the building and understand the nature of maintenance and repairs. Keep the Assistant to the Director apprised of any problems or items in need of special care or maintenance, and make an appropriate recommendation when an outside source (e.g., contact plumber, electrician, locksmith, lawn maintenance, snow remover, etc.) is needed.
* Seasonally:
	+ Remove snow from walkways, steps, in front of doors, around fire hydrant and wheelchair access areas from street.
	+ Trim shrubs and trees (spring and fall).
	+ Weed.

**Qualifications:**

* Minimum of a high school diploma or GED equivalent and two years previous experience in commercial janitorial work.
* Excellent working knowledge of cleaning tools, their uses and procedures.
* Working knowledge of electrical, plumbing and HVAC systems.
* Working knowledge of building maintenance issues.
* Good knowledge of standard tools, materials, methods used for minor maintenance and repairs.
* Good knowledge of the occupational hazards and safety precautions of the work.
* Must possess good analytical, problem solving, time management, verbal and written communication skills.
* Must be able to understand and follow oral and written instructions.
* Physical condition must be commensurate with the demands of the position.
* Must be able to lift objects of 50 lbs. or more.
* Must be able to climb and work on a ladder.
* Must demonstrate tact and courtesy in dealing with the staff and the public.
* Must have the ability to be self-motivated and to set priorities.