

South Holland Public Library

16.0 Job Descriptions



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.
- 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.

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- 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.