**Building Maintenance**

**General Description**  
Responsible for the general upkeep of the library building and property, both inside and out. Primary contact for facility and grounds maintenance at Library, working with contractors and maintenance technicians as needed. Irregular hours are required.

**Supervision Received**

Works under the general supervision of the Director

**Essential Job Fuctions**

* Assesses maintenance problems, inspects work in progress, and evaluates completed projects to control costs and ensure work is performed as specified
* Reviews maintenance plans and recommends maintenance service projects as appropriate
* Makes minor repairs and performs light maintenance as required
* Responds to complaints and suggestions regarding Library facilities
* Orders maintenance supplies and maintains supply inventory
* Responds to any building responsibility need as required
* Performs other miscellaneous duties as assigned

**Knowledge, Skills, and Abilities**

* Basic knowledge of mechanical and electrical systems
* Good ability to understand and follow written and oral instructions
* Good ability to pay attention to detail
* Good ability to establish and maintain effective working relationships with superiors, associates and the general public

**Qualifications**

* Requires a minimum of two years related experience in a comparable business or organization
* Requires expertise typically acquired through completion of a high school curriculum or equivalent

**Physical Requirements**

* Ability to move and/or lift materials up to 50 pounds
* Ability to push a loaded book truck weighing up to 300 pounds
* Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
* Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
* Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
* Vision and hearing at or correctable to "normal ranges"