

# South Holland Public Library

## 16.0 Job Descriptions



**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.

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### 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.