

Pauline Haass Public Library JOB DESCRIPTION

Department: Administration

Job Title: MAINTENANCE COORDINATOR (part-time)

Job Title of Supervisor: Library Director

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of April 22, 2020.

This description updates and supersedes all previous job descriptions of this position. The Library reserves the right to modify this and every job description in whole or in part at any time. The order of listed items does not reflect their relative importance.

Qualifications

- High school diploma or GED
- Possession of a valid Wisconsin motor vehicle operator's license
- Previous custodial/maintenance experience preferred

Duties/Examples of Work

Under general supervision, performs cleanup and minor maintenance of the library building and grounds to ensure the comfortable, clean, and safe operation of the library for its customers and staff. This part-time position supplements contracted services.

1. Performs regular inspection and preventive maintenance of the library's physical plant systems and promptly notifies the Library Director or his/her designee when major repairs or maintenance are needed.
2. Performs routine maintenance of the library building's public and staff areas to keep them in safe, clean, orderly, and sanitary condition.
3. Drains fire sprinkler pipes on a monthly basis.
4. Provides oversight of the contracted cleaning service and follows up on any problem areas or deficiencies.
5. Works in consultation with Library Director to prepare and distribute requests for proposal for carpet cleaning and other projects as requested.

6. Programs the HVAC system for meetings, holidays, and other exceptions to the regular schedule.
7. Performs year-round upkeep of the library grounds by pickup of litter, shoveling and sanding of walks as needed to supplement Village's upkeep, removal of leaves and debris from planting areas, light gardening, watering of plants, shrubs, and trees as needed.
8. Keeps up with current recycling information and helps ensure items land in the correct waste stream.
9. Orders and maintains a sufficient supply of paper goods, bulbs, and other needed supplies.
10. Performs routine upkeep of library furnishings including wiping off tables, counters and desks, vacuuming upholstered furniture, dusting furniture and shelving.
11. Performs minor carpentry, electrical work and plumbing to maintain upkeep of the library's physical appearance.
12. Sets up and takes down chairs and tables for meetings and other library functions.
13. Performs repairs of furnishings and equipment. Locates and orders needed parts, accesses manufacturer's website or contacts manufacturer for repair/adjustment information.
14. Installs engraved bricks in sidewalk area near library entrance.
15. Maintains Safety Data Sheet binder.
16. Supports the Library's mission and vision, and upholds the values and priorities of the Library (included at the end of this document).

Essential Functions of Maintenance Coordinator position

Cleaning functions: dust, vacuum, and wipe furniture; mop and polish tile floors; vacuum and spot clean carpeting; clean restroom fixtures; clean light fixtures; clean interior and exterior glass and windows; clean table tops; clean computer monitors, keyboards and mice.

Repair functions: replace light bulbs, ballasts, damaged switches, and outlets; clean out drains; remove and replace faucet washers; repair minor damage to furniture, walls and woodwork; touch up painted and varnished surfaces; re-paint walls.

Maintenance functions: change or clean filters on equipment; perform routine checkup and maintenance of mechanical systems; cut and replace damaged ceiling tiles; rake roof of snow during winter (from ground); remove snow from sidewalks and from emergency exits; install equipment and furnishings.

Creates and maintains computerized records: schedules of work to be done and work completed, and monthly safety inspections.

Purchases maintenance and cleaning supplies, repair parts, etc. Shops and picks up local supplies.

Knowledge, Skills and Abilities of Maintenance Coordinator

1. Ability to communicate ideas and information effectively both in oral and written form.
2. Ability to read and understand information contained in memoranda, reports, bulletins, manuals, etc.
3. Ability to follow oral and written instructions from supervisor effectively
4. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication and division)
5. Ability to manage time effectively by setting priorities in order to meet assignment deadlines and task schedules with a minimum of supervision
6. Ability to carry out custodial tasks quickly and efficiently according to a regular schedule and with a minimum of supervision.
7. Basic knowledge of operation and maintenance of heating and air conditioning equipment and controls.
8. Working knowledge of gardening maintenance such as planting flowers, mulching and weeding.
9. Ability to do minor plumbing and electrical repairs, carpentry and painting projects.
10. Physical ability to move furniture and equipment, boxes and containers of library materials; shovel snow and ice from walkways and roof; operate floor cleaning and maintenance equipment; climb stairs and ladders; grasp small tools.
11. Ability to deal harmoniously with customers and staff.
12. Computer skills: ability to use software such as Microsoft Outlook, Word, and Excel for recordkeeping. Ability to search the internet for product information and to use websites for ordering supplies.

Physical skills necessary

1. Standing, walking, stooping, climbing using legs and feet

2. Bending, twisting and reaching
3. Grappling, climbing using legs and arms, balancing, using ladder up to 30 feet
4. Sitting, kneeling, crouching and crawling
5. Lifting and carrying: up to 80 pounds
6. Handling: sweeping, dusting, mopping, hoeing, shoveling
7. Fingering: using hand tools, painting, hammering, operating switches & valves, writing
8. Pushing and pulling: up to 150 pounds
9. Vision: far vision at 20 feet or further; near vision at 20 inches or less
10. Talking and hearing: use of the telephone and in-person communication

Environmental/Working Conditions

1. Inside work environment: 75% or more

Heights to 30 feet; exposure to fumes from, and direct skin contact with cleaners and solvents; exposure to dust from cleaning; exposure to biological conditions including communicable diseases, blood and waterborne pathogens

2. Outside work environment: 25 % or more

Heights to (roof edge); exposure to temperatures ranging from a high of 100 degrees in summer to -20 degrees in winter; exposure to pesticides and herbicides, insect bites, animal blood, skin, hide, excreta

3. Work schedule may be adjusted at Director's discretion.

Tools Used

Cleaning and maintenance equipment including brooms, mops, vacuum cleaners, brushes, hand and power tools, shovels, gardening tools; office equipment including copier, laminator, computer.

Library Vision

To cultivate a community of informed and engaged citizens.

Library Mission

We connect people to information, ideas, and one another in a vibrant and welcoming community-responsive environment.

Values and Priorities

Responsive and Purposeful Service Development

- We continually engage with our community both within and outside of our building, to understand the needs and aspirations of all of its citizens. With this information, we thoughtfully plan in order to deliver high quality community-specific services and anticipate future needs.
- We work to provide flexible and plentiful spaces to support the educational, creative, entertainment, collaborative and connection needs of this fast-growing and ever-changing community.

Outstanding User Experience

- We are dedicated to excellence, accuracy, helpfulness, friendliness, and inclusivity.
- We foster a climate that welcomes feedback and promptly responds with improved service.
- We enjoy finding new ways to delight those we serve.

Improvement and Innovation

- We explore trends, develop new methods, and continually evaluate and adapt library services to remain relevant in the lives of our community.
- We celebrate imagination, invention, and inspiration by developing services, collections and programs that encourage discovery and creative endeavors.
- We prioritize and invest in the continuous development of a knowledgeable, innovative, and highly engaged staff.

Open Access and Opportunities for All

- We manage a collection that covers the breadth of changing interests, technologies and formats. Together with our programs, it is focused to appeal to the diverse tastes and needs of our community.

- We provide seamless entry to others' collections, in order to assure access to information for all.
- We extend the library beyond the building, and are committed to collaboration, sharing and giving back.

Responsible Stewardship of the Community's Investment

- We recognize that the library belongs to the people of the community, and our actions honor the public trust.

Intellectual Freedom and Patron Privacy

- We embody the library's status as a cornerstone institution of democracy for an informed public. We do this by providing information and programs that offer a wide variety of viewpoints on a broad range of topics.
- We protect every individual's right to explore information and ideas in a confidential manner.

Communication of Opportunities and Value

- We communicate the value of our services to the community through a variety of media.
- We cultivate relationships with government and municipal organizations; by listening and participating we can be part of larger conversations and respond in ways that add value to people's lives.