

BEGINNING SALARY: \$8.50 - \$9.50/hr

PT MAINTENANCE AND CUSTODIAL

GENERAL STATEMENT OF DUTIES: Performs routine custodial and maintenance duties. Responsible for the overall upkeep and appearance of a building with heavy foot traffic that is open to the public 7 days per week. Responsible for general maintenance of facility, furniture, lights, and space. Needs dependable transportation. This position is Monday – Friday mornings with an occasional Saturday or Sunday for special circumstances. The hours will be from 6 am to 10 am. Special projects may also be assigned.

SUPERVISION RECEIVED: Works under the general written/oral direction and supervision of the Branch Manager. Requires the ability to perform tasks with minimal supervision. The exercising of independent judgment and initiative is often necessary.

JOB DUTIES:

- Have overall responsibility for maintaining a DHCLS facility, including shelving, floor space, furniture, lights, and windows.
- Provide a clean and safe library environment for staff and customers.
- Maintain inventory of all building and custodial supplies

KNOWLEDGE, SKILLS, ABILITIES: Broad range of maintenance and custodial skills; excellent organizational and communication skills; must be able to read and understand English; able to lift 50 pounds, climb ladders, bend and stoop as needed; basic computer skills needed for email and scheduling; attention to detail for creating a clean environment; proactive in assessing maintenance and custodial needs; dependable and reliable work ethic; able to work without direct supervision. Able to use a computer.

REQUIRED EXPERIENCE AND TRAINING: High School graduate (or equivalent). Experience maintaining a public facility preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. May require driving to various locations.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Signature