



# Peter White Public Library – Job Description

## Maintenance Assistant Department Head

AFCME Classification: Non-Supervisory, Public Desk Staff – Maint. Asst. Department Head

Supervisor Title: Facilities Manager

Weekly Hours: 32/week

FLSA Status: Non-Exempt

Benefits: Full Benefits and Paid Holidays

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### **Position Purpose:**

Maintains the safety, cleanliness, and appearance of all Library facilities through interior, exterior, and grounds maintenance and cleaning. Supports the Facilities Manager, performing some of their duties when needed.

### **Education and/or Experience Qualifications:**

To perform this job successfully, an individual must have the following education and/or experience:

- High School graduate or equivalent.
- Previous experience providing maintenance services in a public building is preferred.
- Ability to communicate effectively, work without direction, and prioritize tasks appropriately.
- Ability to read and understand directions, construction plans, maps, etc.
- Ability to complete minor electrical, plumbing, equipment and facility repairs.
- Working knowledge of HVAC equipment with ability to conduct basic troubleshooting.
- Ability to operate a variety of equipment including basic computer technology.
- Knowledge of safe work practices and operational safety.
- Must be able to work a schedule focused on evening and weekend hours.
- Demonstrated ability to use good judgement in all situations.

### **Position Essential Functions and Responsibilities:**

- Performs all custodial duties and supervises custodial and room setup tasks during evening and weekend shifts.
- Ensures restrooms, kitchen, and floors are cleaned daily.
- Sets up meeting rooms for library events, special events, and public room bookings.
- Stocks, organizes, and maintains maintenance supplies for easy access.
- Handles building opening and closing procedures.
- Regularly cleans, vacuums, and dusts library equipment, furniture, materials, and facilities.
- Properly disposes of refuse and recycling.
- Maintains library grounds, including snow and ice removal, lawn care, and landscaping.
- Operates office equipment, hand tools, snowblowers, mowers, saws, and other maintenance tools as needed.
- Keeps parking lot, walkways, and exterior stairways accessible for public use.
- Cleans interior and exterior windows regularly.
- Attends job-related training and provides training to other library employees as needed.
- Monitors and schedules maintenance for heating, air conditioning, plumbing, and electrical equipment in coordination with the Facilities Manager.
- Reports broken fixtures, furniture, and equipment to the Facilities Manager.
- Assists the Facilities Manager with large projects and long-term planning and serves as Maintenance Supervisor when needed.
- Performs other duties as assigned.



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### **Workplace Cultural Expectations**

The Peter White Public Library strives to make its employees feel safe, respected, valued, and trusted. Since employees play a vital role in determining the library's culture, employees are expected to demonstrate a commitment to the following standards:

Workplace Cultural Expectations – (<https://pwpl.info/wp-content/uploads/2021/04/Workplace-Cultural-Expectations-2020.pdf>)

ALA Bill of Rights - (<http://www.ala.org/advocacy/intfreedom/librarybill>)

ALA Code of Ethics - (<http://www.ala.org/tools/ethics>)

### **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.

- The employee frequently is required to:
  - Stand, walk, and sit
  - Use hands and fingers for repetitive single grasping, fine manipulation, pushing, and pulling.
  - Speak and listen to others
  - See and read; hear and distinguish sounds at various frequencies and volumes
  - Physical strength and dexterity to climb ladders and steps
  - Reach with hands and arms
  - Stoop, kneel, twist, crouch, or crawl
- The employee must be able to lift 70 pounds. Must be able to frequently lift, push, pull, and/or carry objects weighing up to 25 pounds.
- The employee must frequently push, pull, and maneuver full book carts.