

JOB DESCRIPTION



Position: Building and Grounds Maintenance
Status: Union
Wage: \$17.34 (after 90 day probation period \$17.59)
Reports to: Library Director
Hours of work: Average of 16 hours per week

JOB SUMMARY

A positive work ethic, attention to detail and general knowledge of several trades are required for this position. Under the supervision of the Library Director, the Building and Grounds Maintenance position encompasses the following: maintenance of the library, its campus and Adams Street property grounds. Responsibilities include plowing/shoveling snow, spreading salt, mowing the library properties, keeping the campus safe and free of debris, planting flowers, landscaping, driveway, sidewalk, and exterior structure upkeep, painting, building repairs, general maintenance, special projects and other duties as assigned. The Library is a proud feature of the community and must always appear inviting and attractive to our residents.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently, prioritize responsibilities and competently complete jobs without direct supervision
- Skills to diagnose, repair, install and maintain a variety of equipment and fixtures
- Knowledge of tools, methods, practices and procedures in the electrical, plumbing, carpentry and other building construction trades
- Skill to operate lawn mower, snow blower, salt spreader and hand and power tools
- Skills to inspect heating and HVAC units to ensure proper heat and air flow and perform minor maintenance
- Knowledge to perform mathematical calculations using addition, subtraction, multiplication, division, ratios and percentages for successful job performance
- Ability to determine needed supplies and materials to complete work/projects and estimate cost of time and materials
- Ability to maintain an orderly work environment and perform tasks in a prescribed and safe manner
- Ability to establish and maintain a cooperative working relationship with others when performing job duties

WORKING CONDITIONS & REQUIREMENTS

The physical demands and requirements are representative of those that must be met by an Employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers work typically moving, using, and adjusting a variety of heavy equipment and materials

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WORKING CONDITIONS & REQUIREMENTS CON'T

- The position requires walking, standing, sitting, bending, stooping, reaching, using hands to operate and use objects, tools and controls and to reach with hands and arms
- Heavy lifting up to 70 pounds and other strenuous physical activities
- The employee is occasionally required to climb up and down ladders, balance, kneel, crouch and crawl
- Must be able to exchange information quickly, accurately, discreetly, and effectively with staff about safety and health issues in the midst of a busy and often noisy environment
- Must be able to detect visual and non-visual warning signs of equipment malfunction and other serious conditions in the work environment
- Must be expressive with staff and the public in an effective and courteous manner about safety and other conditions on campus or in the work environment
- Must have normal (20/20) vision, corrected or uncorrected
- Work includes possible exposure to chemicals and vapors, debris, dust and other uncomfortable conditions

EDUCATION, EXPERIENCE AND TRAINING

- High School diploma or equivalent
- Valid Michigan Driver's License
- Three years of increasingly responsible work, formal or informal, in building trades, including electrical, plumbing, carpentry and estimating
- Builder's license a plus